



### Cancellation Policy/No Show Policy

**1. Cancellation/No Show Policy for therapy appointment**

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

**If an appointment is not cancelled at least 24 hours in advance, you will be charged a sixty dollar (\$60) fee; this will not be covered by your insurance company.**

**2. Scheduled appointments**

We understand that delays can happen, however we must try to keep the other patients and therapists on time. The therapist want to give you the most time possible as well.

**If a patient is 15 minutes past their scheduled time, we will have to reschedule the appointment.**

### Payment Policy

We kindly ask for all payments to be made at time of service.

This includes: Deductible, co-insurance, or copay amounts.

### Collections Policy

We make every effort to keep payments from going to collections. But in the event that my account is assigned to a collection agency, my account will be charged interest at the rate of 18% annually on all past due balances from the original due date, plus court costs and reasonable attorney's fees, with or without suit, incurred in collecting any past due balance, and a collection fee of up to 50% of the principal balance.

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Signature

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Printed Name

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