

SPECIAL NOTE TO ALL PATIENTS:

We enjoy serving your rehabilitation needs and we understand that sometimes things get in the way of the very best of intentions and that rescheduling may be necessary. However, in the event that you must cancel an appointment, we ask that you provide our office with 24 hour notice. We simply ask that you consider, for the benefit of others waiting for our services, the importance of the time that you reserve with us.

If you do miss or cancel an appointment without sufficient notice we will remind you of our policy. Should you miss a second visit you will be charged \$40.00. This charge is due and payable on or before your next appointment. If you are covered under worker's compensation, you, not your insurance, will be billed for any charges for failed appointments. While we never hope to lose anyone from our care, a third cancellation will lead to automatic dismissal from our practice.

Please note our office has a 24-hour answering machine for your convenience and for weekend cancellations.

If at any time you have any questions or concerns, please do not hesitate to discuss them with our office manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_