



### PATIENT MISSED APPOINTMENT POLICY

Welcome to Advanced Physical Therapy Centers!

Each of our patients' progress and success rate is important to us, and is directly related to their ability to follow the plan of care set by the referring physician and physical therapist. Due to our ever changing, and busy schedule, it is important to our business and to our other patients that we implement a steady fast cancellation policy. It is not fair for those who cancel and no show to take away an ideal appointment time from those who show up to their scheduled appointments and fulfill their doctors prescribed plan of care with full compliance.

We will make an exception to the 24 hr cancellation policy, only if you can reschedule your missed visit with-in the same week to comply with your prescribed number of visits per week, AND keep rescheduled appointment.

Though, this can be taken on a case by case decision, we do reserve the right to charge the following;

\_\_\_\_\_ In an instance of CANCELLATION WITHOUT 24 HOURS NOTICE, we reserve the right to charge the patient a **\$25 fee**.

\_\_\_\_\_ In an instance of a NO-SHOW, the patient will be charged a **\$50 fee**.

\_\_\_\_\_ In instances of REPEATED NON-COMPLIANCE WITH SCHEDULED VISITS, we reserve the right to DISCONTINUE **CARE and INFORM THE PATIENT'S PHYSICIAN** that service has been discontinued due to non-compliance with the prescribed rehabilitation order.

I have read and understand the cancellation policy. I agree to all the terms and conditions listed. If I do have to cancel with in 24 hours, or am a no show, I will be expected to pay the appropriate fee upon my next scheduled appointment, along with any other unless another agreement has been made with a practice representative.

If you have any questions regarding the above policy or have ANY questions, PLEASE feel free to ask us! WE ARE HERE TO HELP YOU! Thank you, APTC.

\_\_\_\_\_  
Signature of patient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Practice Representative

\_\_\_\_\_  
Date