

OFFICE POLICIES

- Our mission is to get you healthy and well as quickly as possible, but you must follow the guidelines of our regimented treatment plan in order for your recovery to be effective! Therefore, if you need to miss a visit, it should be rescheduled within 24 hours of the original visit to ensure that you stay on your treatment schedule.
- Missed Appointment Policy - If a patient schedules an appointment and fails to show up or cancel the appointment at least one hour in advance they will be considered a “no show” for that visit. Insured patients who have two “no show” visits at the clinic will be charged a \$25.00 no show fee for every missed appointment thereafter. This fee is not covered by insurance and is the patients’ responsibility. If you reschedule more than a day before your appointment, this fee does not apply.
- Bad Check Policy - All bounced checks will be retrieved through electronic payment systems. There will be a fee to the patient for this recovery service.
- We will discuss your payment options before we begin any treatment with you and if you have any questions or concerns regarding finances, please don’t wait to bring them to our attention.
- If your personal or billing information changes, please inform us promptly so we can keep the most accurate information for our files. This keeps insurance returns transacting quickly.
- If you have any questions or concerns during the course of your treatment please consult with your physical therapist or our staff.
- Please communicate any issues you have with us so we know exactly where you stand!

Signature

Date