

Therapy Concepts – Cancellation Policy

We receive referrals from your doctor for occupational therapy. Your doctor has prescribed a number of visits and frequency he wishes for you to be seen in our office.

1. **CANCELING APPOINTMENTS:** If you need to cancel your appointment, please call 24 hours or more in advance, so that we may accommodate another patient at that time. There is a voicemail system that can take your message after hours. A no show without cancellation notice may result in a no-show/late cancel fee of \$50 being charged.
2. We do understand that sometimes you need to cancel or change appointments. Missed appointments due to illness, emergency or weather will not be charged a cancellation fee.
3. If you cancel without 24-hour notice and we do not have a card on file, the no-show fee will be collected before scheduling another appointment.
4. We try to work with all patients and their schedules, and we do understand that things happen and schedules change. If you are routinely canceling or changing appointments, you will be given a reminder of the cancellation policy.

Please indicate your understanding and acceptance of our cancellation policy by signing below.

Printed Name: _____ Date _____

Signature: _____