

Spine & Sport Physical Therapy No Show & Late Cancellation Policy

We know during the course of treatment, you may need to cancel an appointment. However, please be considerate and provide adequate notice, so we can utilize the time for another patient. When you late cancel, it impacts: 1) your physical therapy, 2) someone else waiting for treatment, and 3) our clinic staff. If you are ill or have an emergency, we will consider this on an individual basis.

When cancelling an appointment with less than 24 hours notice and/or no showing for an appointment, the following policies apply (over a 2 year period of treatment):

- 1st Offense: Verbal Notification
- 2nd Offense: \$25.00 fee
- 3rd Offense: \$50.00 fee
- 4th Offense: Full amount of appointment time scheduled
- 5th Offense: Discharge from therapy; no longer able to schedule appointments in our clinic.

****If three appointments are cancelled back to back, you will be discharged from therapy.*

Cancelling? Please contact the office to cancel or reschedule; DO NOT email the clinic. (If you are scheduled on Monday, please cancel before 1:00 pm Friday. Weekend cancellations for a Monday appointment are considered late.

Patient Name: _____

Patient Signature: _____ **Date:** _____