



Dear Patient,

Our goal is to provide quality medical care in a timely manner. In order to do so we have had to implement an Appointment Cancellation/No Show Policy. This policy enables us to better utilize available appointments for our patients in need of medical care.

Please be courteous and call our offices if you are unable to attend an appointment. This time will be reallocated to someone who is in need of treatment. If it is necessary for you to cancel your scheduled appointment, we will require that you contact our offices no later than twenty four (24) hours in advance. Your early cancellation will give another person the possibility to have access to timely medical care. If you or a member of your household schedules an appointment and then fail to show up for that visit, the first time you will receive a verbal warning. The second time this occurs and there after, you will be billed \$25.00. This fee will be due at your next appointment. **If you schedule an appointment and then fail to show up more than three times, you may be discharged from our office. This policy has been put in place due to a history of non-compliance with our attendance policy.**

If you are more than 10 minutes late to any physical therapy appointment your therapist has the right to request that you to reschedule.

We are sorry to have to institute this policy, but the number of people scheduling appointments which they fail to keep has necessitated this.

Sincerely,

Oakdale Physical Therapy & Fitness

Please sign that you have read & acknowledge this policy;

PATIENT PRINTED NAME

X _____
PATIENT SIGNATURE

Date

WITNESS

Date