

June 18, 2018

APPOINTMENT CANCELLATION POLICY EFFECTIVE 06/18/2018

- Patients that arrive late may have a shorter therapy session or may need to be rescheduled because the therapists are scheduled for several appointments each day.
- Please call us if you are unable to make your appointment **24 hours in advance** or there may be a charge for missed appointment.
- A charge of \$50 will be assessed and will be due at the beginning of next session for any **No-Show appointments**. Therapists may discharge patient after 3 No-Show appointments.
- Patients who are seen in our office must have the adult present during therapy and cannot leave the premises unless specifically authorized by therapist. If authorization is given by therapist for a particular session the parent will also need to sign a form listing cell phone and that parent will not be more than 15 minutes away from office in case of an emergency. Therapists need to talk to the adult/adults near the end of the session to go over information, so please be available within 10-15 minutes of the end of the session.
- Patients who are seen in their home must have an adult present at all times.
- The patient receiving consistent therapy is the best way to reach their therapy goals.

If you have any questions or concerns please contact us at (321)773-8989 or Email us at: achievetherapy@att.net

Sincerely,

Anna Wright, OTR/L