

# **HOUGHTON PHYSICAL THERAPY AND SPORTS CONDITIONING**

*Orthopedic Therapy and Sports Conditioning Center*

## **PATIENT MISSED APPOINTMENT POLICY**

We strive to provide our patients with the utmost professionalism and excellence of service. Our commitment to your well being and gain of your physical abilities is something every one in our clinic takes quite seriously.

Because we care so much about you we realize that it would be a disservice to you if we did not emphasize the importance of your own commitment to the care you need to receive and to the actions we ask you to do.

Your adherence to the recommended number of treatments is a vital component of your progress with our services; therefore we have certain rules that need to be followed in order to ensure the most optimum results.

We expect you to keep all your appointments. Write down the time of your visits so that you do not forget.

With the exception of serious emergencies it is expected that you keep all your appointments. If you need to re-schedule an appointment we require a 24 hours notice. In such a case, please call our office and arrange for a make-up appointment with our Front Desk Receptionist. The make-up appointment needs to be in the same week, preferably the very next day.

In an instance of a cancellation without 24 hours notice or no-show to a scheduled appointment, we reserve the right to charge you a \$25.00 fee \*\*.

In instances of repeated non-compliance with your scheduled visits, we also reserve the right to discontinue care and will inform your physician of the fact that your service has been discontinued due to non-compliance with the prescribed rehabilitation order.

We appreciate you greatly as our patient and strive to accomplish wonderful results and success for you.

Todd A. Houghton  
CEO Houghton Physical Therapy and Sports Conditioning

I have read and understand this policy (signature):

Date: \_\_\_\_\_

\_\_\_\_\_  
Print name

\*\* (This \$25.00 charge will only be enforced if you are being treated under your Health Insurance Plan. If you are being seen through either a Workman's Compensation claim or a Motor Vehicle Accident we will contact your claims adjuster regarding your attendance history).

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