



ATTENDANCE POLICY

Bodies in Motion Physical Therapy strives to provide each patient with the highest level of care while attempting to accommodate your schedule for your convenience. Therefore, we provide appointment times for each patient with a specific therapist in order to minimize your waiting and assure continuity of care. Your consistent attendance of the planned treatment regimen is paramount to your recovery.

While we are sensitive to the fact that an emergency may occur in a rare instance, cancellations, especially last minute ones, along with patient no shows, decrease our ability to accommodate the scheduling needs of the other patients.

We ask for your full cooperation with the following policy:

- **YOUR SCHEDULE IS YOUR RESPONSIBILITY**
 - You will be provided with a printed list of your appointments either scheduled by you or held on your behalf.
- ALL changes to your schedule are to be made with the front office staff ONLY.
- Please provide our office with 24-hours notice, from your originally scheduled appointment, to change or cancel that appointment.
 - Patients who do not attend a scheduled appointment (NO SHOW) or do not provide 24-hour notice to change or cancel an appointment (LATE CANCEL) may be responsible for a **\$40.00 NO SHOW/LATE CANCELLATION fee.**
 - Missed appointment charges are YOUR responsibility. They cannot be charged to the insurance and MUST be paid on or before your next scheduled appointment.
- If you are aware that you are going to be late, please call the office and let us know PRIOR to your scheduled appointment time.
 - If you are more than 15 minutes late, your appointment may need to be rescheduled due to conflicting appointments. You will be responsible for the \$40 NO SHOW/LATE CANCELLATION fee.
- After missing 3 appointments, without proper notice, you may be placed on a same day scheduling policy for your treatments, which would NOT ALLOW you to schedule any appointments in advance.
- After 3 consecutive missed appointments you will be discharged from therapy for noncompliance.
- ALL cancellations and no shows will be documented in your medical record and appropriately reported to your physician, insurance, or third party payor.
- Worker's Compensation and Personal Injury Patients: ANY missed or cancelled appointments are reported to your case manager. This could jeopardize your claim and prolong or stop any benefits to which you are entitled.
- Please DO NOT CANCEL if you are feeling worse and believe treatment is not working. Keep your appointment and discuss your concerns with your physical therapist. Please understand that your pain will fluctuate during your course of treatment.
- Please DO NOT CANCEL if you are feeling better. Keep your appointment so that your physical therapist can progress your plan of care and prepare you to be discharged from therapy.

We believe this policy is necessary for the benefit of all our patients so that we may continue to provide **excellence in rehabilitative care.**

Signing below indicates that you understand and agree to the terms of this policy

Signature of Patient or Responsible Party

Date

Printed Name: _____