

MISSED APPOINTMENT POLICY

In order to ensure that you get treatment at your chosen time slot allowing you to maximize your care, we ask that patients attend their scheduled appointments punctually.

There are other patients who are asking for an appointment that *you* are currently occupying and we deny those patients of that time as a commitment to *you* so you can receive the care you need.

To cancel your appointment you are required to **call us 24 hours in advance** of your scheduled appointment. We will issue you the courtesy of one warning as exception and if you do not provide us with the same courtesy, we reserve the right, at our discretion, to charge you a \$20.00 fee (*dire emergency excluded*).

We at NR-OT want to make it clear that we do not want to charge this \$20.00 fee but rather the courtesy of a phone call by you, to our office, **24 hours in advance** so we can offer that appointment time to someone else.

Please do not cancel your appointments for it will only delay your recovery.

I have read the above and understand that with exception of one warning, I agree to pay \$20.00 if I am delinquent with attending my scheduled appointments without the courtesy of **24 hours advanced notice**.

Patient Signature: _____ **Date:** _____