



Inspiring Talkers
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Attendance Policy

We are pleased to offer you high quality therapy services. Every attempt is made to schedule your services in a timely manner and when possible, at your convenience. Regular attendance is important to achieve progress and success in therapy and it is necessary that all appointments be kept whenever possible. Because of the demand for therapy services, and to ensure positive outcomes, we must enforce the following attendance policy:

- Please call by the morning of the appointment to cancel therapy services for that day. If you fail to cancel prior to the start of the appointment, this will be counted as “no show”
- If you fail to provide notice for any cancellation, there will be a charge of \$20 applied to your bill.
- If you arrive more than 15 minutes late to your appointment, you will not be seen and a \$20 “no show” fee will be charged.

You may be discharged from therapy for the following reasons:

- Three “no shows” in a 90 day period
- Canceling 3 appointments in a 30 day period or 5 appointments in a 60 day period
- Attendance less than 70% of scheduled appointments
- Failure to pay for services rendered

If you are discharged from therapy for any of the above reasons, you will be placed at the bottom of the waiting list and may be rescheduled when an opening becomes available.

If you have any questions or feel you have a situation that requires special consideration, please feel free to contact Brandi-Lynn Greig at (720) 378-6670.

Patient Name

Client/Guardian Signature

Date