



**Appointment Policy**

Allied Physical Therapy strives to schedule appointments that are convenient for you whenever possible. It is your responsibility to assume ownership in your care. Please make every effort to arrive at the scheduled appointment time. Pt's arriving late will be treated at the discretion of your therapist. Please understand if you arrive more than 15 min late, we may need to reschedule.

**If you are unable to keep your scheduled appointment, we ask that you inform us at least 24 hours in advance.** This will allow our office to schedule other patients who need to be seen.

No Show appointments from established patients will be handled as follows:

After 2 consecutive no show appointments, we will not schedule appointments in advance. You may call the office on the morning you are able to attend therapy and will be notified of openings for the day.

**Or**

If there are 3 or more cancellations within a 2-week period, you **may** be discharged and your physician will be notified.

If an established patient fails to keep their appointments a letter will be sent informing the patient and the referring physicians of their discharge. We recommend contacting your referring physician regarding further treatment options.

Signing below indicates that you have been informed and understand the above guidelines and agree to follow them to the best of your ability.

Thank you for your cooperation and understanding.

*Patient Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Witness:* \_\_\_\_\_ *Date:* \_\_\_\_\_