



www.atozpediatrictherapy.com

2021 Attendance + Cancellation Policy

Thank you for choosing A to Z Pediatric Therapy, LLC. We want to provide the best possible services to all of our patients. We will do our best to schedule appointments that meet your needs. Regular attendance is important to your/your child's success as well as for proving medical necessity. We ask that you follow the attendance policies outlined below:

- 1. Cancellations:** Please call us at least 24 hours in advance to cancel your appointment. As part of your financial responsibility, A to Z Pediatric Therapy reserves the right to charge a fee for any appointment that is not kept or not canceled by giving **24 hours** advanced notice. **If you fail to follow these policies, you will be subject to a fee.** Unforeseen circumstances are anticipated and will be dealt with on a case by case basis. **Insurance and/or Medicaid will not cover this fee.**
- 2. Missed Appointments:** If you consistently cancel and/or do not attend more than 3 sessions over a month-long period, we reserve the right to put your services on hold until scheduling problems can be worked out.
- 3. Late for Appointments:** If you are more than 10 minutes late for your appointment, we reserve the right to cancel the appointment and consider it a missed appointment (see policy for missed appointments above). We reserve the right to consider this appointment as a late cancellation and charge a fee. If you are late for 3 or more sessions, we may put your services on hold until scheduling problems can be worked out.
- 4. Clinician Cancellations:** If your therapist is not able to attend your appointment, you will be contacted as soon as possible. Please be sure that our office knows the best way to reach you. Every effort will be made to reschedule your appointment in a timely manner.

I agree to the attendance policies outlined above.

Patient Name

Parent/Caregiver Name

Parent/Caregiver Signature

Date