



Associated Speech & Language
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Cancellation and Missed Appointment Policy

Revised January 1, 2000

I understand that I am requested to cancel an appointment by 9:00 A.M. on the day of the scheduled appointment. There is an answering machine that is on 24 hours a day for the convenience of all patients. Appointments that are not cancelled will be billed to the individual or the responsible party. **Missed appointments cannot be billed to insurance companies. Therefore I accept responsibility for payment.**

In addition, frequency of therapy is prescribed based on the needs of the patient, as identified the initial evaluation. The office will keep a standing schedule for the convenience of all patients, and to ensure that the patient receives the recommended number and frequency of treatments. Disruption to the standing schedule may affect the patient's progress and create scheduling problems. Therefore, if more than three therapy sessions are cancelled within a two-month period, then it is the prerogative of this office to assign a standing appointment time to another patient. Should this occur, it would become the patient's responsibility to schedule appointments on a weekly basis.

In addition, if three appointments are missed without being cancelled, then therapy will be discontinued.

Signature of patient/parent/guardian Date Relationship

Witness to signature Date