

29th Street Therapy Center Attendance Policy

Dear Patient/Parent:

We welcome you to 29th Street Therapy Center! We are glad that you have selected us to meet your speech and language needs. Cancellations, especially last minute ones, along with patient no-shows, seriously decrease our ability to effectively accommodate the scheduling needs of other patients. We ask for your full cooperation with the following attendance policy:

1. Consistent attendance during the therapy process is key for making progress in speech-language therapy.
2. Consistent attendance is required for all insurance companies (especially OHCA) in order for them to continue approving speech therapy visits for you or your child.
3. Consistent attendance will ensure:
 - Optimal conditions for therapy progress
 - Efficient use of our SLP's time and energies

In the event that you do not call to cancel your appointment or inform our clinic within 24 hours of your appointment that you will not be attending it will be recorded as a No Show. Your SLP will notify you of the No Show appointment. Three No Show appointments will result in your dismissal from your current therapy schedule and you will be placed at the bottom of our waiting list for services. Chronic cancellations are also problematic. Patients with attendance below 70% for 10 consecutive sessions will also be dismissed from therapy services and placed at the bottom of our waiting list.

We understand that emergencies and illnesses occur at the last minute, and therefore we have provided leniency in our policy for these circumstances. If at all possible, we would prefer to reschedule the appointment rather than cancel altogether. Your cooperation in our attendance policy is appreciated.

Sincerely,

The Staff at 29th Street Therapy Center

I have read and understand the above attendance policy for Speech-Language Therapy Services. I have been given a copy of this attendance policy.

Signature: _____

Date: _____