



Exceptional therapy for children.

### ATTENDANCE POLICY

Your therapy team at Therapedia,LLC is committed to helping your child meet their therapy goals. In order to achieve goals and make steady progress, consistent attendance is very important. Consistent attendance at the prescribed frequency results in greater success and shorter overall duration of therapy.

**Purpose of the attendance policy:** To ensure improved outcomes and accommodate scheduling availability for clients that are committed to attending.

**Please note:** Occupational, physical and speech therapy are considered medical services. Poor attendance can result in your services no longer being covered by insurance.

**Attendance:** Attendance rates of at least 75% are required in order to maintain a recurring appointment. If attendance rates fall below 75% over a 3 month period, your recurring appointment will be removed and scheduling will be available only on a week to week basis. In order to resume recurrent appointment scheduling, attendance of greater than 75% over the following three months will be required.

**Cancellations:** Prior notice is necessary. Please provide at least 24 hours notice if your child will not be able to attend. Call 817-562-3111(Keller Clinic) or 940-654-4011(Justin Clinic) as soon as possible. Leave a message and provide a reason for the cancellation.

**Missed appointments / No shows:** A fee of \$50 will be charged to you for any appointment that is missed without cancellation, including appointments for evaluations. If the missed appointment is rescheduled, the fee will be applied to the rescheduled appointment once it has been attended.

**Vacations:** We appreciate a 2 week notice of vacation plans. Families who are planning to be absent for more than 2 weeks will be removed from the schedule and placed on their therapist's waiting list.

**Late arrivals:** If you will be more than 10 minutes late for an appointment, please call to verify that your therapist can still see you. If you are 15 or more minutes late for an appointment, your appointment may be canceled and considered as a missed appointment/no show. A consistent pattern of late arrivals may result in a discontinuation of services.

**I have read and understand the Therapedia,LLC attendance policy.**

---

Signature

---

Date