



THERAPY PATIENT'S ATTENDANCE POLICY

Your success in therapy is a direct result of the regular attendance to your therapy program (by not missing any appointments), communicating openly with your therapist, and following your therapy program as instructed by your therapist.

Building Bridges through Communication has an attendance policy to monitor and ensure that patients regularly attend their scheduled appointments for an overall successful therapy program. The policy states that patients may be discharged from Building Bridges through Communication for any of the following reasons:

- **Three consecutive missed or canceled appointments**
- **Two no shows (i.e. missed appointments without a telephone call to cancel)**
- **Erratic and/or inconsistent attendance (including, arriving late for appointments)**

All of the above may adversely affect your treatment and therapy care. In the event of any of the above reasons, therapy patients may be discharged. If a patient is discharged, the patient's agency (if applicable), physician and insurance carrier will be notified. Missed/canceled visits or other unusual attendance problems are also documented in the patient's medical record. If you are discharged because of attendance problems, any re-admission to the Building Bridges through Communication will require approval by the treating therapist, agency (if applicable) insurance company (if applicable) and physician (a new physician's therapy prescription will be required).

A minimum of twenty-four (24) hours' notice must be given for any cancellation or to re-schedule appointments. Patients must also be on time for their scheduled appointment. If you are 10 minutes or more late, you may not be able to be seen at that time and could have to wait until your next scheduled appointment.

I, _____, (patient or guardian) have read the above Attendance Policy and understand that my cooperation and active participation directly relates to the success of my therapy program.

Patient/Guardian Signature _____

Date _____