

**Providence Rehabilitation Services**

4411 Business Park Blvd. Building M-20

Anchorage, AK 99503

907-212-6300 | Fax 907-212-6310



**MISSED APPOINTMENT POLICY**

Thank you for choosing Providence Rehabilitation Services for your rehabilitation needs. It is essential that you perform your home program as instructed, as well as attend *all* scheduled treatment sessions. Your attendance is important to your health and frequently missed appointments mean you do not recover as well.

Occasionally, you may need to cancel an appointment. We ask that you **please call 212-6300** with as much advance notice as possible when you are canceling your appointment. Except in cases of medical emergency, we ask for **24 hours notice** for any canceled appointments. Giving us less than 24 hours notice or not notifying us at all is considered a missed appointment and this could result in the following restrictions:

- After **two** occurrences, all future appointments may be canceled and you will be limited to same-day appointments only for six months. While we will do our best to accommodate same-day appointment requests, we cannot guarantee that a provider will be available.
- After **three** occurrences, you may be discharged from therapy and your referring doctor will be notified.

If you have any questions or concerns, please feel free to contact the clinic at 212-6300 and ask to speak with the clinic manager. Your health is most important to us and we thank you for allowing us the opportunity to serve you.

I acknowledge understanding and I intend to comply with this policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_