

SPORTS & ORTHOPEDIC SPECIALISTS

APPOINTMENT POLICY

Please note that services are provided by appointment only and that we recommend you keep your appointments scheduled at least FOUR (4) weeks in advance. We do not maintain standing appointment times for any patient.

Please allow a minimum of 90 minutes for your evaluation and 45 minutes for your follow-up appointments.

- **We require twenty-four (24) hours advanced notice for appointment cancellations. There is a \$50 charge for missed appointments and for appointments cancelled with less than twenty-four hour notice.**
- **Worker's Compensation patients will not be charged a cancellation fee. If you are a Worker's Compensation patient and you miss two (2) scheduled appointments without notifying us of the reason for your absence, we will assume that you have discontinued our services. You will then be discharged from continued treatment at SOS.**
- Please call during business hours to cancel appointments (M-F from 8:00-11:30 and 1:00-5:00).
- We cannot guarantee receipt of cancellations left on our voice mail. If we do not call you back about your cancellation we may not have received your message. Please make sure that you have received a verbal confirmation of your cancellation along with the revised schedule.
- If you are more that fifteen (15) minutes late to your scheduled 30 minute appointment, the physical therapist may be unable to provide services to you on that day, or may only be able to see you for a shorter session.

If you have any questions regarding our appointment policy, please do not hesitate to contact our office staff.

I have reviewed the policies stated and agree to the terms outlined herein.

SIGNATURE OF PATIENT

DATE