



Attendance Policy

Thank you for choosing Communicate Therapy Services. We want to provide the best possible services to all of our patients. We will do our best to schedule appointments that meet your needs. Regular attendance is important to your/your child's success. We ask that you follow the attendance policies outlined below:

1. **Cancellations:** Please call us at least 24 hours in advance to cancel your appointment. We reserve the right to charge a \$25 fee if you do not give us 24 hours notice. Insurance will not cover this fee.
2. **Missed Appointments:** If you cancel or do not attend 2 sessions in a row, we will put your services on hold until scheduling problems can be worked out.
3. **Late for Appointments:** If you are more than 15 minutes late for your appointment, we reserve the right to cancel the appointment and consider it a missed appointment (see policy for missed appointments above). If you are late for 2 or more sessions, we may put your services on hold until scheduling problems can be worked out.
4. **Clinician Cancellations:** If your speech-language pathologist is not able to attend your appointment, you will be contacted as soon as possible. Please be sure that our office knows the best way to reach you. Every effort will be made to reschedule your appointment in a timely manner.

To cancel an appointment please call or email. _____

I agree to the attendance policies outlined above.

Print Patient's Name

Date

Patient or Parent/Guardian Signature

Relationship to Patient