



Patient Name:	
Date of Birth	
SSN:	

### BODY THERAPEUTICS – PATIENT ATTENDANCE POLICY

During your initial visit, you and your Provider will discuss a treatment schedule specific to your wellness needs and goals. Initial treatment plans are commonly composed of 1-2 appointments per week, and therapeutic maintenance plans vary depending on progress and the individual patient. A consistent treatment schedule is vital to the success of your outcome goals.

#### **Cancelling & Rescheduling**

We kindly request that you notify us no later than 24-hours (one whole business day) prior to your scheduled appointment time should you need to reschedule or cancel. This will allow us to offer this appointment time to other patients. For appointments that fall on a Monday, or the day after a holiday, notification must be received the business day before the appointment. For example, a 12pm appointment on a Monday would need to be rescheduled by 12pm on Friday to be considered adequate notice. **Appointments cancelled or rescheduled with less than one whole business day notice will be considered a late cancellation and a \$35 late cancel fee per appointment will be assessed and charged to your credit card on file for any Acupuncture, Chinese Herbal Medicine, Massage Therapy and Initial Chiropractic appointments, and a \$15 late cancel fee per appointment will be assessed and charged to your credit card on file for any Follow-up Chiropractic appointments.** Body Therapeutics understands that emergencies do happen, and if the reason for a late cancel is an illness or emergency, we *may* waive the fee for *one* appointment per calendar year.

#### **No Call/No Show**

**Any appointment in which you fail to arrive for without prior notification will be considered a no-show and the FULL CASH RATE COST of your booked appointment will be assessed and charged to your credit card on file.** If you no-show to two appointments in a row, all future appointments will be canceled. You will be notified that your appointments have been canceled. We may determine that you can only book appointments on a same-day basis going forward, at the discretion of the Providers.

#### **Late Arrivals**

If you arrive up to 15 minutes late for an appointment, it will be up to the Provider to determine if they are still able to see you based on their clinical schedule at the time. **For any appointment for which you arrive more than 15 minutes past the scheduled time, you will be required to reschedule the appointment, and a \$50 fee will be assessed and charged to your credit card on file.**

#### **Attendance Fees**

A credit card is required to remain on file in our secure system to book any appointment. **Any fees assessed for non-compliance with Body Therapeutics' Attendance Policy noted above will be charged to this card on file.** These fees are not reimbursable by insurance companies and are the sole responsibility of the patient.

#### **Discharge from care due to Non-Compliance with Attendance Policies**

Late arrivals, late cancellations and no-shows adversely affect our Providers and our practice, and prevent other patients from accessing our care. Therefore, Body Therapeutics reserves the right to discharge any patient with 3 or more Attendance Policy violations, even when the fees for these violations have been paid.

#### **Your Signature**

Your signature acknowledges that you have received and agree to Body Therapeutics' Attendance Policy.

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Printed Patient Name

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Patient Signature

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Date

