

## **OUTPATIENT CANCELLATION / NO SHOW POLICY**

Due to the high demand for Rehabilitation Services, Huggins Hospital enforces the following policy for appointment cancellations and no shows.

1. If you are unable to attend an appointment, we request that you call to cancel at least 24 hours in advance.

Failure to attend therapy on a regular basis may jeopardize the effectiveness of your treatment and limit your progress. For this reason, cancellation of more than three (3) appointments may result in discontinuation of treatment. You may then need to return to your physician and obtain a new referral.

2. Two (2) failures to show up “no show” for therapy appointments, without calling to notify our office will result in discharge from therapy. A return visit to your doctor will be required before therapy will be rescheduled.

When therapy is discontinued because of “no show” or cancellations, notification will be sent to your physician.

3. We understand emergencies, illnesses and inclement weather do occur and these will not be held against you. If you have any symptoms of illness within 24 hours of your scheduled appointment, please call us to reschedule.

A copy of this notification will also be placed in your medical chart.

Thank you for your cooperation.

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Signature of Patient

Date

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Huggins Hospital Staff Member

Date