



*Department of Rehabilitation Services*

**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, please 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. A copy of this notification will be placed in your medical record.

We are here to help you get better and we appreciate your dedication. Let us know if you have any questions.

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Signature of patient      Date

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Signature of Witness      Date