

OrthoFlex Physical Therapy & Rehabilitation, P.C.

158-03 91st Street, Howard Beach, NY 11414

718-848-9400 (Phone) – 718-848-7934 (Fax)

**MISSED APPOINTMENT FEE POLICY
EFFECTIVE 8/1/2013**

Due to the increase in missed no show and or cancelled appointments we now reserve the right to charge our patients who do not call, do not show up, or continuously cancel their scheduled appointments.

Definition: An appointment is considered "missed" if a patient does not show, does not call or calls to cancel within **less than 4 hours notice**, or cancels an early morning appointment **after the close of the previous business day**.

Fee: The fee for a missed appointment is \$25.00 and will be collected upon sign in on the next scheduled appointment.

If you have any questions, please feel free to discuss this with the Office Manager @ (718) 848-9400.

Patient Signature: _____ Date: _____

Witness Signature: _____ Date: _____