



At ARC Physical Therapy+ a cancellation is defined as the following:

- **Giving less than 24 hours notice, to the treating clinician or clinic, to cancel and/or change your scheduled appointment.**

A no-show is defined as either of the following:

- **Failure to call and cancel or failure to attend a scheduled appointment**
- **Being greater than 10 minutes late for your scheduled appointment time**

It is our policy at the ARC Physical Therapy+, that in the event of a cancellation or no-show, regardless of the circumstances, the following will occur:

- **Your case manager, adjustor and physician will be notified via phone and/or fax**
- **Your appointment will be rescheduled later on that day or on the next business day**

*** If your scheduled appointment is for an FCE and the cancellation does not occur at least 24 hours in advance of your scheduled appointment time, a charge of \$148 will be billed to the company responsible for your claim.**

I have read and understand the policy stated above. I will do everything in my power to attend my scheduled appointment times and in the instance that a cancellation is necessary, will call in advance to notify my treating clinician.

Printed Name

Signature

Date