



### Individual Therapy Attendance Policy

Welcome to Speech Therapy Services at the Hearing Speech & Deaf Center of Greater Cincinnati. We appreciate the confidence you have shown in choosing us as your therapy provider. We will make every effort to schedule appointments that are convenient for you, but we ask that you follow the guidelines below. This will allow us to provide the highest quality treatment and service to all our patients.

1. If you need to cancel an appointment, be sure to notify the office manager 24 hours prior to your appointment time. Understand that due to the nature of speech therapy appointments, we may not be able to reschedule another appointment for you.
2. If you will be late for an appointment, please call to verify your therapist can still see you. If you are 15 minutes late (or more) for an appointment, your appointment may be cancelled.
3. If two (2) appointments are *missed* within 30 days and you have failed to notify the office manager, your therapy will be discontinued. You may be returned to our waiting list at the discretion of the Center.
4. If more than two (2) appointments are *cancelled* within 60 days, your therapy will be discontinued. If we are able to reschedule an appointment for you, the cancellation will not count against you.

Patient/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Therapist Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for taking the time to review our individual therapy attendance policy. We truly believe that this policy is the best way to impress upon the family the importance of consistent attendance at speech therapy. Progress will not occur with frequent interruptions.