

ULTIMATE REHAB, LLC
391 S. Maple Avenue
Glen Rock, NJ 074523
(201) 857-3860 office (201) 857-3863 fax

APPOINTMENT POLICIES

Thank you for trusting us to serve your physical therapy needs. We are committed to responding to the needs of all of our patients, including doing our best to accommodate your schedule. You can help us do so by complying with the following appointment policies.

I. APPOINTMENT TIMES

Please arrive at least five minutes early for your appointment. If you are running late, please call us before your appointment time so we can advise your therapist and confirm that we can still treat you at the later arrival time. We will work very hard to accommodate your schedule.

II. CANCELLING AND RESCHEDULING APPOINTMENTS

To provide availability for fellow patients, we ask for at least 24 hours' advance notice of an appointment cancellation or reschedule request. For appointments scheduled on the same day or within 24 hours, please provide notice of cancellation or the need to reschedule as soon as possible. We do not charge a fee for cancellations, but repeat cancellations may affect our ability to treat you. You can help by minimizing cancellations.

III. MISSED APPOINTMENTS

If you arrive more than 15 minutes late and do not notify us in advance, we reserve the right to consider your appointment missed to allow our therapists and other patients to stay on schedule. Repeat missed appointments may affect our ability to treat you. In respect of your recovery, other patients' schedules, and our therapists, please help us to avoid missed appointments.

By signing below, I understand and agreed to comply with the policies above.

_____	_____	_____
Patient Name	Patient Signature	Date
_____	_____	_____
Guardian Name	Guardian Signature	Date