



Attendance and Cancellation Policy

Cancellations – non emergency: Except for emergency situations, all appointments must be cancelled at least 24 hours in advance by calling or emailing. We consider the following to be examples of NON EMERGENCY reasons to cancel an appointment: vacations, prescheduled doctor appointments, family events, parties, recreational events, after school activities, lack of baby-sitter, car trouble, traffic, holiday weekends, school holidays, day before or after a holiday, schedule conflict, and sibling illness.

Initial _____

All appointments that are not cancelled at least 24 hours in advance of the scheduled appointment will be charged a late cancellation fee of \$25.00 after the 2nd time of occurrence. This fee is not covered by insurance or other third party payer and must be paid in full no later than your next appointment. Patient will not be seen if late cancellation fee has not been paid.

Initial _____

Cancellations – emergency: In case of emergency (sudden illness, death in the family, hospitalization, emergency doctor visit), appointment must be cancelled as early as possible prior to appointment time. There is no charge for an emergency related cancelled appointment.

Initial _____

No Show without Notification: All appointments that are missed without notification will be charged \$50.00 for the missed appointment. This fee is not covered by insurance or other third party payer and must be paid in full no later than your next appointment. Patient will not be seen if late cancellation fee has not been paid.

Initial _____

Closings due to weather: If Pathways To Communicate, LLC decides to cancel appointments due to poor weather, we will contact you. We do not necessarily close because school is closed. If we are open, and you decide to cancel due to weather conditions, you must do so at least 4 hours before your scheduled appointment to avoid a late cancellation fee.

Initial _____

Holidays and school vacations: Pathways To Communicate, LLC does not follow the school calendar. We are open 12 months a year and close only for the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. Unless otherwise explicitly stated, we are open our regular hours on the days immediately before and after these holidays.

Initial _____

Attendance: Speech therapy will not be effective unless it is consistent and regular. Therefore, regular attendance at all appointments is important. If two or more appointments within a four week period are missed and not rescheduled, we will not be able to hold the appointment time and it will be given to another person. In that case, we will place you on our waiting list for therapy. If the regular appointment time is difficult to maintain, please discuss the possibility of a different time or day with the office manager. We cannot guarantee an appointment be held for an extended vacation.

Initial _____

My signature below indicates that I have read the above policy and understand and accept the terms and conditions.

Please print name of patient _____ DOB _____ Date _____

Signature of patient/responsible person (if patient is a minor) _____ Relationship to patient _____

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Attendance and Cancellation Policy original can be found via *Pathways To Communicate, LLC*