



The Speech and Swallowing Clinic, LLC DBA

The Therapy Tree

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ATTENDANCE AND DISMISSAL POLICY

In order to ensure success during treatment at our facility, regular attendance is required by every patient. The Therapy Tree vows to fulfill our commitment by ensuring the highest therapy services we can provide to every patient. A designated time has been scheduled for you, with special consideration for your individual therapy needs. Activities and educational materials have been planned for you as well during this scheduled therapy session. The Therapy Tree requires that in the event you have to cancel or reschedule your appointment, a twenty-four hour (24) notice be given in advance. If a patient misses two consecutive weeks of therapy, the referring physician will be notified of the patient's failure to comply with their plan of care and the patient may be discharged from any authorized therapy services provided by The Therapy Tree.

The Therapy Tree can discharge a patient at any time if two (2) consecutive therapy appointments or two (2) consecutive weeks of therapy are missed without a prior twenty-four (24) hour notice.

Please Note: Arriving on time and picking up any minor patients at the correct time is REQUIRED. We have therapists in session at all times. If you arrive early, we will try to fit you in as soon as possible, IF a therapist is available. If all therapists are in session, you will be expected to wait in the waiting room until you are called to the back for your appointment. Please do not allow any minor children into the therapy area until they are called by the office staff or therapist. Please do not leave any minor children unattended in the waiting area.

I have read the attendance and dismissal policy provided by The Therapy Tree. I will make every effort to adhere to this policy in its entirety. I understand that failure to adhere to this policy will place the patient listed below in jeopardy of being discharged from any future services provided by The Therapy Tree.

Patient Name

Guardian Signature

Date