



Omni Therapy Solutions

Speech·Occupational·Physical

1053A Sparkleberry Lane Ext., Columbia, SC 29223

Phone: 803-567-3348 | fax: 803-728-3044

THERAPY ATTENDANCE POLICY AND GUIDELINES

Regular and consistent treatment is critical to the client's progress and ability to achieve goals. To help clients achieve their goals and receive high-quality therapy services, we have established an attendance policy and guidelines to help ensure that everyone gets the time and attention they deserve.

Please initial that you have read each guideline.

_____ Please arrive on time for therapy sessions. If you are tardy, your therapy session cannot be extended to accommodate your late arrival.

_____ If you need to cancel an appointment, please contact the office and your therapist. We will attempt to re-schedule your appointment whenever possible.

_____ Clients who miss 3 scheduled appointments without advance notice (no call/no show) and/or frequently missed appointments, will be removed from the regularly recurring treatment schedule, placed on a waiting list, and their physician will be notified.

_____ Repeated cancellations or no-shows will be reported to your referring physician and may result in discontinuance of therapy and possible discharge.

_____ In-clinic patients, please arrive back 15 minutes before the appointment ends. After 3 late pickups, parents will be required to stay on the premises for the duration of the appointment.

I have read and understand the Attendance Policy and Guidelines and agree to comply.

Client's Name

Parents/Guardian Signature

Date