Hospital for Special Care  
Outpatient Center  
Attendance Agreement

The Outpatient Center at Hospital for Special Care is strongly committed to providing our patients with a rehabilitation program which meets individual needs in obtaining optimal levels of functioning. To achieve these goals, it is important for each patient to be compliant with the schedule they agree upon with their therapist(s). Every effort will be made to accommodate your schedule.

NEW PATIENTS

You will be called before your initial therapy session. If you do not come to your initial session and fail to call and cancel/reschedule twice consecutively, you will be required to obtain a new referral/order from your physician.

PATIENTS IN REHABILITATION PROGRAM

1. You are required to give as much prior notice as possible when canceling an appointment.

2. If you cancel your therapy session three times in one month or twice in one week you will be considered non-compliant and may be discharged from the program.

3. If you do not give prior notice you will be considered a “no show”.

4. Three “no shows” will result in discharge from therapy.

5. If you have an unplanned interruption in your treatment schedule of greater than two weeks you will be discharged from therapy.

6. If you are discharged from your program you will be required to obtain a new referral/order from your physician in order to return to therapy.

LATE ARRIVALS

If you arrive 15 minutes or later to therapy, you will receive a shortened treatment or be rescheduled as time permits in the therapist’s schedule. Continual tardiness may also result in discharge.

_________________________________  ____________________________
Signature                      Date