

Hudson Valley Speech & Swallowing Therapy PLLC

Attendance Policy

Thank you for choosing Hudson Valley Speech & Swallowing Therapy PLLC. We want to provide the best possible services to all of our patients. We will do our best to schedule appointments that meet your needs. Regular attendance is important to you/your child's success. We ask that you follow the attendance policies outlined below:

1. **Cancellations:** Please call us at least 24 hours in advance to cancel your appointment. We reserve the right to charge a \$35 if you did not give us *at least 5 hours notice* for missed appointments. This policy will be strictly enforced. Insurance will not cover this fee.
2. **No Shows:** A \$50 fee will be charged if you do not cancel a scheduled appointment that goes unattended. This fee must be paid in full prior to your next visit. We do understand emergencies happen, however to keep our policies uniform there will be no exceptions made for a no call/no show. The reason for this strict policy is due to the inability to book another patient for this spot. As such, the therapist will not be compensated for their time.
3. **Missed Appointments:** If you cancel or do not attend sessions consistently, we reserve the right to put your services on hold until scheduling problems can be worked out.
4. **Late for Appointments:** In fairness to all our patients, if you come late to your appointment it will result in a shorter session ending at your allotted time. Treatment sessions are 30 minutes in length unless otherwise specified.
5. **Clinician Cancellations:** If your speech-language pathologist is not able to attend your appointment, you will be contacted as soon as possible. Please be sure that our office has updated and accurate telephone numbers. Every effort will be made to reschedule your appointment in a timely manner.

To cancel an appointment, Please contact the office at (845) 527-2089

I agree to the attendance policies outlined above.

Print Patient's Name

Date

Patient or Parent/Guardian Signature

Relationship to Patient

