



FACT SHEET

Please read carefully before signing

Welcome to Pediatric Physical Therapy Services and thank you for your patronage! My office policy is outlined for your review. If you have additional questions, please contact me at 703-242-1921. The best time to reach me is between 7:30-8:00 am. Voice mail is available and press 1 to leave me a message. Every attempt will be made to return your call as soon as possible.

OPERATING HOURS AND APPOINTMENTS

My office hours are Monday through Thursday from 7:30 am to 2:45 pm. The length and frequency of therapy sessions are determined according to your child's individual needs and a standing appointment will be scheduled.

CANCELALTION POLICY

Therapy is a commitment and consistent attendance is essential to maximize progress.

A minimum of three (3) hours notification must be given for canceling a scheduled appointment to avoid being billed as a NO SHOW (the rate of a session). Furthermore, a maximum of 4 excused absences with proper notification is permitted before being billed as a NO SHOW. Excused absences include: illness, religious holidays and vacation (2 sessions). Advance notification for vacation is greatly appreciated and will permit scheduling of another family in need. Rescheduling a missed appointment is suggested and permissible when the schedule permits. Exceptions will be made when unusual or emergency circumstances occur. Late arrivals will be billed for a full session. If termination of services or a change in frequency is requested, or anticipated (due to relocation, surgery or long term illness, etc.) a minimum of two weeks notice is requested.