



Professional Speech & Language Services

ASHA Certified Speech Language Pathologists

Attendance Policy

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

- 1. Cancellations:** Please contact the office or your individual therapist in advance to cancel your appointment.
 - To cancel an appointment, call our office at (936) 639-3007 (Lufkin) or (936) 564-0952 (Nacogdoches) or your therapist's cell number.
- 2. Missed Appointments:** When the patient has missed 50% or more of their scheduled therapy sessions over a 30 day period they will be placed on "hold" for two (2) weeks. During this time they will not receive therapy sessions. The therapist will provide a written appointment reminder of their next scheduled appointment. If this pattern of absence occurs a second time in a 30 day period, the patient will be removed from our therapy schedule and placed on the waiting list.
- 3. Late for Appointments:** If you are more than 15 minutes late for your appointment, we reserve the right to cancel the appointment and consider it a missed appointment (see policy for missed appointments above).
- 4. 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 knows the best way to reach you. Every effort will be made to reschedule your appointment in a timely manner.

I agree to the attendance policies outlined above.

Print Patient's Name

Date

Patient or Parent/Guardian Signature

Relationship to Patient