



8-B Farmfield Avenue · Charleston, SC · 29407
(P) 843.266.9200 (F) 843.266.9201

Policies & Procedures

The following policies and procedures are an effort to serve our patients by making your office visits pleasant and efficient.

1. Patients arriving 10 or more minutes late to their scheduled appointment will be rescheduled. We reserve time specifically for you on the therapist's schedule.
2. A \$35 No-Show fee will be charged for missed appointments. No exceptions.
3. Appointments must be canceled prior to appointment time or you will be charged a \$35 No-Show fee. If you miss two consecutive appointments, your time slot may be forfeited to another patient.
4. Children are not allowed in the rehabilitation or exam rooms.
5. There is a fee for copies of medical records, which is payable in advance.
6. Due to Privacy Laws all communication is with patients only, unless appropriate forms have been completed.
7. To ensure proper billing, please notify office staff of any address, phone, and insurance changes prior to appointment.
8. Payments and co-payments are expected at time of check out at each visit unless other arrangements have been made prior to your appointment.

Signature of Patient, Parent, Guardian

Date