



BSR THERAPY SERVICES “NO-SHOW” POLICY

BSR Therapy Services schedule our appointments so that each patient receives the needed amount of time to be seen by our Licensed Clinical Therapist and/or Equine Specialist. This is why it is very important that you keep your scheduled appointment with us (*and arrive on time*). We believe that time is very valuable – both for the individual requesting the appointment *and* the professionals working with each client. Should you fail to show up at your scheduled appointment with no notice, the professionals do not receive payment for their time during that appointment - and important time that could have been given to someone else on the waiting list has been wasted.

Out of fairness to everyone, BSR Therapy Services *must* respectfully ask that you contact us 24 hours prior to your appointment time should you experience a schedule change that prohibits you from keeping your scheduled appointment. We will be happy to reschedule you – and this will allow us to accommodate those patients waiting for an appointment. The following numbers are the contact numbers in case of such change: (IF YOUR PHONE CALL IS NOT ANSWERED BECAUSE OUR PROFESSIONALS ARE WITH ANOTHER CLIENT, PLEASE **ALWAYS** LEAVE A MESSAGE. WE WILL RETURN YOUR CALL IMMEDIATELY UPON RECEIPT.)

Main Therapy Number: 316-814-0144

Alternate Therapy Number: 316-213-9990

If you do not cancel or reschedule your appointment with at least a 24-hour notice, BSR Therapy Services will assess a **\$25.00** “NO-SHOW” service charge directly to your account. This “NO SHOW” charge is not reimbursable by your insurance company. You will be billed directly for it. In the case of three consecutive no-shows to your appointments, our practice may decide to terminate its relationship with you.

I have read and understand the “NO-SHOW” Policy of BSR Therapy Services. I agree to provide a valid credit/debit card number, which may be charged **\$25.00** for any no-show of a scheduled appointment. I understand that I must cancel or reschedule any appointment at least 24 hours in advance in order to avoid a potential “No-Show” charge to the credit card provided. If I cannot leave a credit card number on record, I agree that I will pay the “No-Show” charge at my next scheduled appointment before being seen.

Client Signature

Date