



4166-B Newton Drive N.E. • Covington, Georgia • 30014 • 770-788-1521 (Office) • 770-788-1522 (FAX)

Dear Patient/Family,

Thank you for choosing **Frankly Speaking SLP Services, Inc.** to provide your speech, physical and/or occupational therapy needs. Our goal is to provide quality services in a friendly, yet professional manner.

In order to help you meet your therapy goals (i.e. speech or occupational) as determined by your physician and therapist, your attendance is necessary.

Appointments that are not canceled with a **24 hour** prior notice will be charged the full amount for the session. This will be billed directly to the patient/family.

Three (3) missed appointments will result in termination of therapy services, if no prior notification is given. Once a patient is removed from the schedule, the referring physician will be notified, and it will be your responsibility to obtain necessary documentation to reinstate services based on availability.

Please sign, date and return the bottom of this notification to our office or your therapist.

Thank you for your assistance in this matter.

Sincerely,

The Frankly Speaking Team

Attendance Policy Notification

By signature, I agree with and will adhere to the attendance policy or be subject to termination of therapy services.

Patient signature

Date