



## PATIENT GUIDELINES

The physical therapist in charge of your treatment plan is: \_\_\_\_\_

- In order to receive maximum benefit from your rehabilitation program, it is of utmost importance that you attend your therapy appointments and follow home instruction.
- We request that if you are unable to keep your appointment that you notify the secretary 24 hours prior to your scheduled appointment or a \$25 charge will be applied.
- It is your responsibility to schedule your appointments at least one week in advance.
- Please be aware that your appointments may generally be on any day of the week and do not have to be set up in a specific pattern. For example, if you are to receive treatment three times weekly, the appointments do not have to be scheduled on Monday/Wednesday/Friday.
- It is your responsibility to inform your therapist in advance of any physician appointments.
- You are subject to be discharged from our service after three missed appointments (within a four-week period).
- Your insurance will be billed on a regular basis. You will receive monthly statements/bills from Progressive Step Rehabilitation. If you have any questions regarding payment, billing, or fees, please call our Office Manager, Sharon, at 276-7881. She will be happy to assist you.
- Your cooperation is appreciated. We look forward to working with you and obtaining optimum outcomes from your rehabilitation program.

*These guidelines have been fully explained to me and I acknowledge understanding.*

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Patient signature