



Developmental Therapy Associates  
& Absolute Speech and Language Therapy

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875 Walnut St. Suite 100  
Cary, NC 27511  
Phone: 919-465-3966  
Fax: 919-465-3886

186 Wind Chime Ct. Suite 104  
Raleigh, NC 27615  
Phone: 919-870-1280  
Fax: 919-870-1285

**Client Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**CANCELLATION / MISSED APPOINTMENT POLICY**

In order to be most effective, therapy needs to take place on a regular basis. The best results occur when scheduled appointments are consistently attended. DTA requires a 24 hour notice for appointment cancellations, so that we have the opportunity to offer your appointment time to another family. If appointments are missed or cancelled with less than 24 hour notice, a late cancellation or missed appointment fee will be charged to the family. This fee will be \$50 for a missed therapy appointment and \$75 for a missed evaluation appointment. This fee cannot be billed to an insurance company and will need to be paid before the next therapy appointment.

A commitment to the therapy process and consistency in attendance is very important for progress. If a client has **5 missed appointments in a 6 month period or 2 no-shows in a 6 month period**, he/she is at risk of losing their treatment slot. You can make-up therapy sessions to keep your treatment. If you lose your treatment slot, you can request a re-instatement for therapy when you can bring your child on a more consistent basis for therapy.

\_\_\_\_\_  
Parent, Guardian or Client Signature

Date

\_\_\_\_\_  
Parent, Guardian or Client Name Printed

Legal Authority to sign for this patient:

Healthcare Agent    Guardian    Attorney in Fact    Parent    Next of Kin    Administrator/Executor

If you are signing this permission as the patient's guardian, healthcare agent, attorney in fact, or the administrator/executor of the patient's estate, you must provide appropriate documentation of the legal authority before records may be released.

Patient is:    Minor    Disabled    Incompetent    Incapacitated

Changing Lives Through Everyday Successes

[developmentaltherapy.com](http://developmentaltherapy.com)