

Welcome to

**Alaska Spine Institute- Physical Therapy & Rehabilitation**

We would like to make your visit to our office as pleasant as possible. We hope the information provided below will allow us to work together to provide you with excellent care.

- Your first appointment will consist of a thorough evaluation. This evaluation is required before scheduling any additional appointments.
- Our staff is here to answer your questions about both financial and clinical matters and to help in your recovery process. It is ultimately your responsibility to keep appointments, follow your therapist's directions, and ask questions, and let your therapist know of any problems that occur during your treatment or between appointments.

**We also ask that you.....**

- Please cancel appointments at least **24 hours** in advance. You may be charged a **\$25.00** fee for missed (non-canceled) appointments. This **\$25.00 "no show"** charge is not covered by your insurance company.
- If you miss 2 or more appointments without notifying us, in an effort to provide treatment times for other patients. We will cancel your other appointments and refer you back to your physician.
- If 2 or more appointments are canceled on the day of service, it may be necessary to restrict your scheduling to one appointment at a time.
- When you arrive for your appointment, please check in at the front desk immediately so we can let your therapist know you are here.
- If you arrive late for your appointment, it may be necessary to reschedule to allow your therapist to spend the time needed with you to provide quality care.

We look forward to helping you achieve your treatment goals. Thank you for your cooperation.

I understand and agree to abide by the above guideline.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature