

**GOOD SHEPHERD OUTPATIENT  
ATTENDANCE GUIDELINES**

Welcome to Good Shepherd's outpatient program. In order to maximize the benefits of the care and therapy we provide, we ask that you make every attempt to attend at your scheduled day and time. We understand that for unforeseen reasons you may need to cancel your appointment. If this becomes necessary, please contact our office as early as possible. All attempts will be made to reschedule your appointment with your clinician/therapist, however in order to accommodate all of our patients, your scheduled services may be delivered by a different licensed provider.

**A 24 hour advanced notice is required to avoid the \$25.00  
cancellation fee. (This is not covered by insurance.) To cancel an  
appointment, please call us directly at:**

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If you do not attend a scheduled appointment, your medical needs are at risk of being delayed or possibly canceled. After 3 missed appointments or you have not been scheduled or seen for 4-6 weeks, we may discharge you from your plan of care. If that occurs, your physician will be notified and a new prescription will be necessary to return to your program.

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My signature below confirms that I fully understand the Good Shepherd Rehabilitation Hospital's outpatient attendance guidelines.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE