

**Practice Policies:****Physical Therapy****Chiropractic Care****Massage Therapy****New Patients**

For new patients:

A valid credit card number must be provided when scheduling your first appointment, and will be charged 50.00 if you do not cancel within 24 hours of your appointment time. Massage therapy services will be charged 50% of the charged rate if there is a no call/no show, or less than 24 hour notice for cancellation. This card number is securely protected in your electronic medical record and is only used if you should miss an appointment in the future without 24 hour cancellation.

**Returning Patients**

For returning patients, please bring your new prescription if you have been prescribed PT from your doctor; and/or any new/relevant medical records you may have.

**Fees/Payment**

Payment is due in full at the time of each session unless another form of reimbursement has been discussed with Built4It Athletics. We accept cash, and credit cards.

**Insurance Reimbursement**

Built4It Athletics is an out of network provider for all insurance providers. We can provide an invoice to you at each visit for you to submit to your insurance company for reimbursement. If you do wish to independently file with your insurance company, we suggest that you contact your health insurance company before your first visit, notifying them you are seeking physical therapy services with an out of network/self pay PT clinic. A worksheet can be provided upon request, with further information in regards to utilizing your out of network benefits. The worksheet is provided to help you ask the right questions. It is your responsibility to understand your health insurance coverage, know how to get reimbursed and at what level. It is your responsibility to follow-up with your insurance company after the submission of claims to ensure that the claims are processed correctly. Your signature below indicates you are financially responsible for all charges incurred and that outstanding balances over 90 days can be processed by a collection agency.

**Treatment Sessions**

A session typically lasts for 60 min. For your evaluation and each follow up visit, please wear or bring clothes are appropriate for exercise and that allow us to treat at and around the affected area. (such as shorts, yoga pants or sweat pants and tee-shirt or tank top).

**Consent To Treat**

The patient hereby consents to the administration of appropriate evaluation and therapeutic procedures as requested by the physician prescribing care and/or via direct access and subsequent approval of the patients primary care provider. The therapist will monitor your progress and adjust treatment frequency and duration according to medical necessity as needed.

**Tardiness**

We ask that you arrive on time for your appointments and that you are considerate of the next patient's time when your session ends. If you arrive late your treatment time will be shortened.

**Cancellations/No Shows**

Please give us 24 hours notice if you are unable to keep your appointment. Failure to give 24 hours notice will result in a 50% charge of your session for massage, and a flat \$50 fee for physical therapy and chiropractic.

By signing below, I certify that I have read the above policies, understand and will comply with them. I agree that Built4It Athletics retains the right to charge my credit card for scheduled appointments missed by lateness, late cancellation, or no-show activity, as described above.

Signature of Patient or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_ 

Print name: \_\_\_\_\_

