



Speech-Language Therapy & Occupational Therapy

31815 Southfield Rd. Suite 15 Beverly Hills, MI 48025

248-885-8240 (office) 248-885-8270 (fax) www.SmallTalkMI.com

No Show Cancellation Policy

SmallTalk Center, PLLC request's that you provide advance notice of six (6) hours prior to your appointment if you need to cancel or reschedule. Unless cancelled 6 hours in advance, you will be charged \$25.00 for a speech session and/or \$50.00 for an occupational therapy session.

If you do not show up for the scheduled appointment, this is considered a "no show". SmallTalk Center, PLLC will charge the patient's account \$75.00 for a 30-minute speech session and \$150.00 for a 60-minute occupational therapy "no show" appointment. Please note that insurance companies do NOT reimburse for missed appointment charges.

If the scheduled appointment is on Sunday, please kindly notify us by Saturday, otherwise you will be charged the cost of a 30-minute session.

If your child misses 3 or more consecutive therapy sessions, SmallTalk Center PLCC reserves the right to place your child's services on hold until scheduling conflicts are resolved.

If you are assessed a "no show" or "late cancel" fee, the fee will be charged to the credit card on file the day your child misses. If you do not have a credit card on file, the fee will need to be paid prior to the next scheduled session.

To cancel an appointment, please call the office at 248-885-8240. If you do not reach our Office Administrator, you may leave a detailed message on our voicemail.

I have read and understand the No Show Cancellation Policy for SmallTalk PLLC.

Patient name: _____

Parent/Guardian Signature: _____

Print Name; _____

Date: _____