

Cancellation and No Show Policy

According to the policies of Southwest Community Services – Southwest Therapy and Rehabilitation Services STARS, an appointment must be cancelled by 7:30 am of the same date of the scheduled appointment. A message can be left at 708-478-1414 x 200 to confirm a cancellation. Providing this information ahead of time allows the Southwest Therapy and Rehabilitation Services STARS staff to contact other clients and/or our staff.

Therefore, appointments not cancelled in the time required or missed completely without notification will result in a fee of \$45 per hour of scheduled services for that date.

Your signature on this form confirms your knowledge of this policy and your interest to make all best efforts to inform this facility of any scheduling changes to maximize the Southwest Therapy and Rehabilitation Services STARS's ability to service its clients.

Printed client's name

Client's signature (if applicable)

Parent/Guardian's signature

Date of signature

Signature of SCS – Southwest Therapy and Rehabilitation Services STARS Staff
Member

_____ Copy provided to Client/Family