



## Policies and Procedures

- 1) If you are unable to keep a scheduled appointment, please inform Mind Body Works 24 hours in advance. Failure to do so will result in assessing a total charge for the treatment missed, payable by you, before further treatment is rendered.
- 2) Cash, check, Mastercard , Visa are acceptable payments. You will be charged \$30.00 per check returned.
- 3) Payment is expected at the end of treatment. If you have more than one appointment scheduled per week, you can pay for all appointments at the same time.
- 4) It is imperative that you be dressed appropriately for physical therapy, therefore Mind Body Works provides gowns and shorts for clients. If you chose to wear the shorts provided, it is necessary that you wear underwear. Your appointment will be cancelled and you will be charged for the missed appointment if you do not adhere.
- 5) All clients can initially be seen for one visit, after the first visit you must get a script from your physician. Although you are paying out of pocket for your treatment, it is a Virginia state law that requires a script for additional physical therapy services. No exceptions.
- 6) All scripts must include a diagnosis, duration, and a frequency. I will fax you initial evaluation to your physician, if a fax number is provided.
- 7) Mind Body Works will not schedule additional appointments until after the script has been received, or you have the script in your hand.
- 8) In order to progress your physical therapy treatments, it is imperative that you regularly perform all exercises issued, and make modifications as suggested. Mind Body Works reserves the right to discontinue services if you do not adhere. If you are having pain when performing an exercise, immediately discontinue the exercise.

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Patient/Responsible Party Signature

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Date