



Wellness & Prevention Practice Policies

New Client

Please bring completed wellness and prevention forms listed on our website to your first appointment. If you do not have the forms completed prior to your first visit, please arrive 15 minutes prior to your appointment so that they can be completed prior to being seen by your physical therapist. A valid credit card is required when scheduling your first appointment. This card number is securely protected in your electronic **medical record (mindbody, not medbridge record)** and will be charged as necessary per our cancellation policy stated below.

Fees/Payment

Payment is due in full at the time of each session. We accept cash, check and credit cards.

Treatment Sessions

A session lasts either 25 or 50 min. For your evaluation and each follow up visit, please wear or bring clothes to change into that are appropriate for exercise and that allow us to treat on and around the affected area (shorts, yoga pants or sweat pants and tee-shirt or tank top).

Consent To Treat

The client hereby consents to the administration of appropriate wellness and prevention evaluation and treatment as outlined under Missouri Practice Act. The therapist will monitor your progress and adjust treatment frequency and duration as appropriate with close communication with client.

Medical Information/Medical Records

We understand that your present and past medical information is personal. We are committed to protecting information about you. We create a record of care and services you receive at 20 Minutes to Fitness, LLC that is maintained electronically via WebPT. This allows for us to remain free of paper charts, that are prone to damage, loss, or security concerns. We need these records to provide you with quality care and to comply with legal requirements. This notice applies to all of the records generated: law requires us to:

- a. Make sure that medical information that identifies you is kept secure.
- b. Give you this notice of our legal duties and privacy practices with respect to medical information about you. Please make sure you have completed your intake forms fully to ensure that your medical record is complete.

Tardiness

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

Cancellations/No Show

Please give us 24 hours notice if you are unable to keep your appointment. Failure to give 24 hours notice will result in a \$100.00 charge to your credit card for one hour-long scheduled appointments or a \$50.00 charge for half hour-long scheduled appointments.

By signing below, I certify that I have read the above policies, understand and will comply with them. I agree that 20 Minutes to Fitness 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 Client or Guardian: _____ Date: _____

Print name _____

