

OUTPATIENT REHABILITATION SERVICES

Physical AND Occupational Therapy

Phone: (973) 322-7500 Fax: (973) 322-7545

Dear Patient,

Thank you for choosing our Physical and Occupational Therapy facility to provide services for your needs. We hope and expect that our services will meet your needs in a pleasant environment. To ensure that all therapy sessions run smoothly and you have the best possible experience, please review the following guidelines:

PRESCRIPTIONS:

1. You **MUST** have a current (written no more than 4 weeks prior to start of evaluation) and complete prescription.
2. Prescription must be brought on the day of your evaluation.

INSURANCE:

1. Upon intake, we call your insurance company to verify your benefits and inform you of the results prior to your appointment.
2. You **MUST** inform our office for any changes regarding your insurance information so we can better assist you during your therapy.
3. **REFERRAL:** If a referral is required, you must obtain one from your physician and bring it with you the day of your appointment date.

APPOINTMENTS:

1. Therapy sessions may vary from 30 to 60 minutes depending on your treatment plan. Please make sure that you arrive on time so we can provide the maximum therapy session for you. If you are late we may need to reschedule your appointment.
2. If you cannot keep an appointment, **PLEASE** call us at (973) 322-7500 (option number 2) at least 24 hours before your appointment to cancel or reschedule. We will be happy to assist/accommodate your needs.
3. It is our policy that if you miss 3 consecutive appointments or 50% of your scheduled treatment sessions, we may cancel all other scheduled appointments. You will need to obtain a new prescription and call us to schedule a new appointment. Please inform your therapist for any extenuating circumstances.

PROVISION OF SERVICES:

1. Your treatment program will be established by a licensed physical or occupational therapist based upon a comprehensive evaluation related to your diagnosis. Your follow up visits may be with a licensed Physical Therapist/Physical Therapist Assistant or Occupational Therapist/Certified Occupational Therapy Assistant.
2. Goals will be established by you and your therapist and reviewed periodically.