

KGD-PT Practice Policies

Payment

At KGD-PT payment is due in full at the beginning of each session. We in turn, provide a detailed invoice for you to submit to your health insurance carrier. A universal health form (HCFA-1500) can be provided if you wish. For your convenience, we accept credit cards. We suggest that you contact your health insurance carrier before your first visit and use our Patient Insurance Worksheet. It is provided as a checklist to ensure you ask the right questions. It is *your* responsibility to understand your health insurance coverage, know how to get reimbursed and at what level.

Prescriptions/Referral

Please bring with you a current prescription from your New York state licensed physician or nurse practitioner. Even though, NY state has direct assess to physical therapy and the law provides a for a limited number of sessions (10 or a period of 30 days) before a prescription is required, your insurance company will likely require a prescription before they provide coverage. If you are a Medicare patient, you are also required to return to your physician every 60 days to renew your prescription for physical therapy.

What to Expect

A session at KGD-PT typically lasts for one-hour. After your initial evaluation, each follow-up visit will begin with a brief reassessment by Karen followed by manual care and guided exercises.

What to Bring

For new patients, please bring your valid prescription, current health insurance card and all of the above forms. Or, please come early so that these can be completed. For returning patients, please bring your valid prescription, current health insurance card and updated patient insurance worksheet.

What to Wear

Wear or bring clothes appropriate to exercise in, such as shorts/yoga pants, a tee-shirt and sneakers. For the initial evaluation please be prepared to expose your torso for assessment. Women please bring a jog bra or tank top.

Lateness

Your promptness is greatly appreciated. Karen respects your time as a consumer, and tries not to have you sitting 'in the chairs'. She herself runs on time, as best as possible, and asks that you do the same.

Cancellations

Please give us 24 hrs notice if you are unable to keep your appointment. Calling 24 hrs in advance allows Karen to place another person waiting to be seen in your time slot. Failure to so will result in a \$100 charge to your credit card.

No Show

Please show up. You will be charged \$100 for a 'no show'.

Signature

By signing below, I certify that I have read the above policies, understand and will comply with them. I agree with KGD-PT that it 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 Patient or Guardian: _____

Date: _____