



Dear Client:

We welcome you to our Neuro-Rehabilitation facility and appreciate the opportunity to provide you with quality therapeutic services. To make your **REGISTRATION** more efficient, kindly complete the following forms and **return them in the self-addressed stamped envelope / fax them to our office at 480-735-0126 prior to your first scheduled appointment** for an evaluation. This will expedite your visit and give the therapists time to review the information.

APPOINTMENTS: Therapy appointments start promptly at their scheduled time, **please arrive 10 minutes early to your scheduled appointment.** Please be sure to take care of all restroom needs **prior to your** scheduled appointment or in between appointments when at all possible.

CANCELLATIONS: We ask for your cooperation in making and keeping your appointments. If you cannot keep your scheduled appointment time, please notify our office 48 hours in advance or **you will be charged \$118.00 PER HOUR (see cancel/ no show policy).** Please be advised that your insurance will NOT cover this fee.

MEDICAL RECORDS: Please sign the "Authorized Disclosure of Protected Health Information" and fax or mail directly to your referring physician so they may send any pertinent medical records to Neuro Institute which may be of benefit to the treating therapists.

PAYMENTS: Payment is expected at the time of service.

TREATMENT ROOMS: As seating is limited in the private treatment rooms, we ask that only an immediate family member and/or client representative accompany the client. In addition, please leave babies and young children at home.

EMERGENCY: If you find it necessary to contact your therapist after hours you may call the office and leave a voicemail for the therapist directly. Our office hours are Monday through Thursday, 8:00am to 6:00pm; Friday, 8:00am to 4:00pm; closed Saturday and Sunday.

HOME CARE FOLLOW-THROUGH: Much of what is taught here at Neuro Institute is intended to be used at home as well in the community. In addition, we encourage the client representatives, immediate family members and care givers to use the same techniques the therapist has taught the client with regard to client goals.

Remember, your improvement is our primary concern, and our goal is that you achieve your goals!

Sincerely,

Arnie Fonseca, Jr, MS

1221 West Warner Road, Suite 102
Tempe, Arizona 85284
(480)735-0124
(480)735-0126 - FAX