



NORTHERN MICHIGAN

Partial Hospitalization Program
3250 E. Midland Rd., Suite 1A, Bay City, MI 48706

Attendance Agreement

Participant Responsibility:

- Arrive on time Monday-Friday 9am-3:00pm. If participant arrives after 9:30am, participant will be asked to come back the following day and it will be counted as an absence.
- **Maximum absences are 3. Leaving early is considered an absence.**
- If PHP participant is a no call/no show & PHP Staff are not able to contact the participant, a Wellness Check will be completed by Police. **After 2 no show/no calls participant will be discharged from the program.**
- Participants are expected to actively participate in each group and remain in group throughout the day.
- If participant needs to leave for any emergent need, please see PHP Staff before leaving, in order, for safety to be assessed.
- When insurance companies authorize participants to attend this program they are expecting participants to attend this program they are expecting participants to attend the program for 5 consecutive days, failure to comply with this may result in Discharge from the program.

Staff Responsibility:

- Staff will provide encouragement to participants and will address any emergent needs that may prevent participants from staying in the group.
- If participants no-call/no-show, staff will make **2** attempts to contact participant at number provided. **If unsuccessful, staff will call the police Department for a wellness check.**
- If attendance agreement is breached and results in a discharge from the program, staff will coordinate follow-up appointments and Discharge Instructions.
- Staff will provide a copy of attendance agreement to all PHP participants.

Patient Signature: _____ Date: _____ Time: _____

Staff Signature: _____ Date: _____ Time: _____

Re-enrollment is possible with re-screen and meeting criteria for re-admission.



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