

## Office Policies

I am proud to offer the finest holistic health care in chiropractic and traditional healing. Success lies in the mutual cooperation between us. Your treatment program will reflect what is required to bring your health into balance and harmony. Therefore, your understanding and cooperation with the following office policies will help ensure that you obtain your health goals and the most out of your appointments.

### Appointments:

The time of your appointment is an agreement made between you and I, and, as such, should be kept by both of us. If you feel you need a different time, please call me as soon as possible to change it. There are circumstances that make it impossible to keep an appointment. For these rare occasions, the following policy applies:

### Cancellations:

To reschedule an appointment without charge you must call my office 24 hours in advance. Otherwise, there will be a charge for the missed appointment that must be paid by you.

### Payment for services rendered:

Payment is expected in full at the time of your service. While payment of services is not a guarantee of results, I do make every effort to provide you with the finest and most appropriate healthcare available.

### Insurance:

I will verify your coverage, co-payment and deductible. However, you are directly responsible for the payment of services rendered by me. You must pay for any services, equipment, or supplements at the time of your appointment. You will be given a receipt that you can submit to your insurance company for reimbursement.

### On the job injury:

If you have been injured on the job, you are probably fully covered under your employer's worker compensation insurance. I will contact your employer and verify the information regarding your injury and your employer's coverage.

### Automobile Accident:

If you have been involved in an automobile accident, I will establish your medical payment benefits and bill your insurance company.

Patient signature \_\_\_\_\_ Date \_\_\_\_\_