

# ***Chiropractic Concepts***

## ***Office Policy***

### **#1. APPOINTMENT SCHEDULING/MISSED APPOINTMENTS:** Initial\_\_\_\_\_

The doctors have designed a specific course of action to allow proper care, a must for spinal and postural correction. A personal appointment calendar has been designed for you to save time on each visit. If an appointment must be changed, 24 hour notice is appreciated. All missed appointments should be made up later the same day or within 24 hours. Please let our front desk chiropractic assistant know and changes will be made accordingly.

### **#2. VISIT POLICY:** Initial\_\_\_\_\_

The visit frequency is to be kept by the patient according to the schedule. Late appointments will be worked in or rescheduled. Patient and/or doctor vacations will be made up by increasing visit frequency before and/or after the scheduling change. Adjustment time is for adjustments only and any lengthy discussions will be scheduled for a consultation time or after one of the workshops at no charge.

### **#3. FINANCIAL AGREEMENTS:** Initial\_\_\_\_\_

It is your payment that allows us to continue providing high levels of professional care, maintain our facility, and pay our staff. If for any reason you can't keep your financial agreement, inform us immediately to eliminate any misunderstandings. We will make every attempt to make affordable arrangements.

### **#4. CHILDREN/FAMILY:** Initial\_\_\_\_\_

Once you understand that the nervous system controls and coordinates all functions of the body and subluxation interferes with nerve flow, we expect that you would want everyone in your family checked. Please ask about how we can help.

### **#5. CHIROPRACTIC EXCELLENCE:** Initial\_\_\_\_\_

Remember that healing and spinal correction takes time. If at any time during your care you do not feel that you are responding as well as you expected, please schedule a consultation with the doctors. We want you to get the most from your chiropractic care.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_