

Patient Privacy Policy

The purpose of this agreement is to allow us to serve you completely and get you to your highest potential in the shortest amount of time. It is our experience that those patients that adhere to the following policy will achieve higher results.

Office Hours:

Monday, Wednesday, Friday 8-11am and 3-7pm

Tuesday and Thursday 3-6pm

Saturday 10-11am (By appointment only)

Your Doctors have specific hours. The office has gotten busy, so we **require that you make an appointment to ensure that you will be seen in a timely manner.

Reminder the last appointment is taken **15 minutes before closing. Unless special arrangements have been made with the front desk or your doctor office hours begin and end at the listed times above.

Cell Phones:

Please turn OFF your cell phones during your entire visit in the office. In case your phone is not turned off and does ring please silence the call immediately. If there is an emergency cell phones may be used.

Waiting:

While the doctors are with other patients, please do not disturb them. Although it is an open adjustment area, the doctors should be focused on the patient they are with and not being disturbed. If there is a question you would like to ask please wait your turn or the front desk will be happy to assist you.

Payment of Bills:

We expect you to pay your co-pays and/or co-insurance on the day service was rendered. Insurance companies will be billed. No balance is allowed over a 30 day period.

Missing or Cancelling Appointments:

Here in the office we set up a specific number of adjustments for you. These appointments we set up for you are necessary in achieving the results in which we both desire. Thus, keeping your scheduled appointments is mandatory. If you must cancel your appointment, we require that you call at least 12 hours before your appointment to reschedule.

I have read the above and I understand and accept these policies.

Patient's Signature

Date