



# Policies

## **Patient Policy: Doctor-Patient Agreements**

Welcome to 100%! The purpose of these agreements is to allow us to more completely serve you and to get the best results in the shortest amount of time. It is our experience that those patients who adhere to the following agreements get the best results.

## **Signing In**

When you arrive at the office, please register your card. The computer voice will direct you to a table when it becomes your turn. The table numbers are on the wall above each adjusting table. Please note if there is a message on the check-in screen to see the front desk. To avoid any delay in your visit, please see the front desk immediately.

## **Doctors Reports**

It is mandatory that all patients attend the Doctors Reports. These reports explain how the body functions, how Chiropractic works, how the best results are produced, and how to keep your family healthy as well. At this time the doctor will review your findings and give his/her recommendations for care as well as the most cost-effective plan for you. Please bring a spouse or significant person in your life so they can offer support for your care.

## **Workshops**

If you are accepted as a patient in this office you will be *required* to attend 30-minute workshops. The purpose of this office is to educate you, our patient, so you can make the best possible decisions about your and your family's healthcare. The CA can schedule these appointments for you upon completion of the Doctor's Reports.

## **Payment of Services**

We will expect you to honor the financial agreements you make with our office. If you find you cannot fulfill the agreement you made with us, advise one of us immediately so new arrangements can be made. Insurance companies will be billed. If any checks are sent to you by the insurance company please bring them in within three days of receiving them. Please bring the attached stub (EOB) to indicate the services that were paid. We will keep a credit card on file for any outstanding balances, but we will not use it without letting you know first.

## **Missing or Changing Appointments**

We will set up a specific course of adjustments for you. A certain number of adjustments are necessary for us to get the results we both desire as the body heals in rhythm. Thus, keeping your scheduled appointments is imperative! Any appointment you miss must be made up within one week. If you cannot make your scheduled appointment, please call us to let us know, and we will get you rescheduled.

## **Open Adjusting**

As you may notice, we have open adjusting rooms. If you have concerns that you feel the doctor should know about, please let the CA know and she can schedule you for a private adjusting room.

## **Multiple Doctor Care**

The doctors in this office all share patient care. If you have a preference for a specific doctor, schedule accordingly at the front desk.

## **Referrals**

We ask that you consider us for referrals to your friends/family. It's important to us to deliver the message of true health to the community, and we ask for your help in doing so.

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

\_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Date