

OFFICE POLICIES

Thank you for selecting our office to provide chiropractic care to you and your family members. Please note the following office policies.

- ❑ **We do not bill any insurance plans or provide documentation for submission – payment is due at time of service.** Medicare patients **cannot** be seen in our office at this time.
- ❑ Payment is required at the time of service or at the time of purchase of any supports or supplies. Payments can be made by cash, Visa, MasterCard and Discover.
- ❑ **Office hours are by appointment only.** Available appointment times are Monday, Wednesday, and Friday 10 am to 6 pm; and Tuesday and Thursday 2 pm to 6 pm. We will check for messages throughout the day and respond as soon as possible, so please feel free to call anytime.
- ❑ After your initial visit you will be given a treatment plan. We request that you follow that plan to get the results we both desire. If you need to change an appointment, please keep as close to the original plan as possible so the continuity of your treatment will not be interrupted.
- ❑ We require 24 hours' notice if you cannot keep an appointment. All missed appointments will be charged at the regular fee.
- ❑ On the rare occasion that a weekend visit is needed, a flat fee of \$60 will be charged for the appointment. If you cancel less than 24 hours prior to, or do not show up for the appointment, the same fee will apply.
- ❑ If you are 10 or more minutes late for your appointment, it will count as a missed appointment and, as a result, be subject to a missed visit fee. Your appointment may need to be rescheduled as well. One late patient will cause others to be delayed as well. Please contact the office as soon as possible if you know you will be running late.

I have read and understand the policies stated above:

Patient Signature

Date

Print Name

16021 Kairos Rd, Suite C
South Chesterfield, VA 23834
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