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## **DOCTOR AND PATIENT AGREEMENTS**

### **Welcome to Wellness Chiropractic**

The purpose of these agreements is to allow us to provide the best service 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. These policies are also designed to minimize patient waiting.

#### **AGREEMENT: FRONT DESK**

We expect our receptionist to deal attentively and accurately with each of our patients. We respect the privacy of each of our patients. We also expect our patients to respect each other's privacy. Do not interrupt the receptionist when she is dealing with another patient. These interruptions simply increase checkout times and our intent is to keep your wait in our office as brief as possible.

#### **AGREEMENT: PAYMENT OF BILLS**

We will expect you to honor the financial agreements you make with our office. The office will offer several payment options. If you find you cannot fulfill the agreements you have made with us, advise our staff immediately so new arrangements can be made. Medicare, Workers' Comp and personal injury will be billed. Any checks sent to your home by the insurance company should be brought or sent to our office within three days. In addition, please send the attached stub to indicate which services were paid.

#### **AGREEMENT: MISSING OR CHANGING APPOINTMENTS**

We have set up a specific course of treatment for you. A certain number of treatments in a set amount of time is required to get the results we both desire. Thus, if you need to change the time of your appointment, plan to come another time the same day. If it is not possible to come in on the same day, be sure to make up the missed appointment within one week. There will be a service charge of \$25 for missed appointments or appointments cancelled without adequate notice (24 hours prior). Please do not attempt to change or cancel an appointment via e-mail as it may not be received in a timely manner. Call our office directly to make any changes to your treatment schedule.

► please see other side ►

**AGREEMENT: TREATMENT TIMES**

The doctors have specific treatment times of the day to decrease patient waiting. A specific treatment time in the morning and in the later afternoon is designated for adjustments only. This helps to eliminate patient waiting and also to accommodate patients who are on a frequent adjustment schedule.

All new problems, re-exams, consultations, diet and exercise programs can not be considered during these specific treatment times. If a new problem develops, an accident occurs, etc., you should call and reschedule your appointment to regular hours when more time would be available.

**AGREEMENT: DIETARY RECOMMENDATIONS AND NUTRITIONAL SUPPLEMENTS**

Dietary recommendations should be followed and nutritional supplements taken as recommended. Any problem you may have with these recommendations should be communicated with the doctor. We do not prescribe, but will make recommendations to help speed your recovery. You are expected to pay for nutritional supplements at the time of purchase.

**AGREEMENT: WELLNESS WORKSHOPS**

Seminars and lectures on different aspects of health care are often scheduled and may be attended at no cost. Please attend and bring your family and friends. Our intent is to provide useful health information to as many people in our community as possible. Look for announcements regarding these programs.

**AGREEMENT: DOCTOR ATTENTION**

The doctors agree to give you and your health their full attention within your appointment time. Our intention is to further your health progress at each appointment and subjects that are not relative to your health do not serve this purpose.

**AGREEMENT: UPSETS**

We are here to serve you. Please speak with your doctor about any upsetting matter. Your comments help us to serve you and others better.

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

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Patient Signature

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Date