

OFFICE POLICY and AGREEMENT

We believe that a clear definition of our office policies will allow both you, the practice member, and me, the doctor, to concentrate on the big issue – **REGAINING YOUR HEALTH AND ACHIEVING YOUR HEALTH GOALS.**

Appointment Policy

Multiple appointments will be scheduled with you, for your convenience, to minimize waiting and to facilitate incorporating these appointments into a daily routine.

Regardless of how many appointments are scheduled for you each week, please note that it is the frequency or visits that counts, and not the days.

Therefore, if you are unable to keep an appointment for any reason, we require that you call immediately to reschedule your visit. It is your obligation to make up a missed appointment within 7 days of any cancellation.

This office reserves the right to charge a \$40 fee for missed appointments and those cancelled without 24 hours notice. Initials: _____

If you wish to consult with the doctor for any reason, such as a change in your health or a financial concern, we need you to schedule extra time before your appointment.

For the consideration of all our practice members, please turn cell phones to the silent position upon entering the office. If a phone conversation is necessary, please take your call outside.

We attempt to honor all appointments at the scheduled time. If you are late, you may have to wait for the next available appointment. If you have any questions regarding our office policy or your appointments, please ask.

Financial Policy

1. It is our policy that all services rendered in this office are charged directly to you, the practice member, and that you are personally responsible for all payments, regardless of whether or not this office accepts insurance assignment.
2. In the event a personal check is returned by your bank, for any reason whatsoever, you will be required to pay a charge of \$15.00 for each such dishonored check.
3. All payments are expected at time of service. Practice member's balances may not exceed \$150 at any time.
4. Balances over 30 days late may be subject to additional collection fees and interest charges of 1½% per month. Initials: _____