

OFFICE POLICIES FOR PATIENTS

To help you receive our best, all patients are accepted for care based on the following policies:
(Please Initial Each of the Following)

_____ Appointment Scheduling: - To save you time on each visit we ask that you pre-schedule your appointments in advance and that you refrain from repeatedly rescheduling appointments. In order to keep your progress on schedule rescheduled appointments should be made up within 24 hours of that appointment.

_____ Preferred Hours: - To provide the care you need as conveniently and rapidly as possible, we have established special hours enabling you to receive your "adjustments" with as little waiting as possible. Our adjusting hours are: Mon. 9:00 9:30 11:30 12:00 3:00 3:30 5:00 5:30; Tue. 3:00, 3:30, 5:00, 5:30, 6:00; Wed. 9:00 9:30 11:30 12:00 5:00 5:30 6:00; Thurs. 9:00 9:30 11:30 12:00 3:00 3:30 5:00 5:30

_____ Broken Appointments: - To keep your progress on schedule, missed appointments should be made up within 24 hours. If you repeatedly miss or reschedule appointments or we must continually call you to reschedule, we will regretfully need to release you from our care.

_____ Half Hour to Health: - Every Tuesday for one half hour, Dr. Lee has a session to help enhance your understanding of chiropractic care, answer your questions, help you get better results, and to teach you how to stay healthy naturally, Dr. Lee requires attending this session the 1st week of your chiropractic care. You are encouraged to bring guests, especially family, so they also can learn about optimal health and healing.

_____ Children and Family: - Once you understand how the nervous system controls the function of your body and that subluxations interfere with the nerve energy flow, we expect that you would want everyone in your family to be checked for subluxations. We have a very affordable family care program. Please make sure your family and loved ones are checked for subluxations! It is our policy during the 1st week of your care to check all members of your family for subluxation at no charge.

_____ Financial Agreements: - It is your payment that allows us to continue providing high levels of professional care, maintain our facility and pay our staff. If for any reason you cannot keep your financial agreement, please inform us immediately to eliminate any misunderstandings. If you have the desire to receive care in our office, we will make every attempt to make affordable arrangements.

_____ Chiropractic Excellence: - In order to continue providing the best chiropractic care available, Dr. Lee occasionally needs to be away from the office to attend conferences and continuing education seminars. The appointments missed during these times will be made up by increasing frequency before and after.

_____ Remember: - That healing and spinal correction takes time. If at any time during your care you do not feel that you are responding as well as you expected, please discuss it with Dr. Lee. We want you to get the most from our chiropractic care.

I have read and understand the above policies and agree to abide by them.

Today's Date Patient Signature