

Patient Responsibilities

Keep your appointments

Each visit builds on the one before it. It takes time to retrain muscles and soft tissues to support the spine properly.

Please be on time to your appointment

If you are going to be late (10+ minutes), we may need to reschedule you. Please call our office if you are going to be late. We reserve the right to charge \$55 to your account if we need to reschedule your appointment.

24 hour cancellation policy

Please give us 24 hour notice if you need to cancel or re-schedule your appointment so that we may refill your spot. Repeat missed appointments will be charged a fee of \$55.00.

Check In

You are required to check in on the front desk computer at every visit. Please be as accurate as possible. The staff is happy to help you, if needed. The doctors need your information to manage your case. Your insurance company needs the information to process your claim.

Be respectful of other patients' privacy

Please respect other patients and their privacy by remaining in the reception area until our staff takes you to a room. Please do not loiter in the hallway or wander into other rooms while waiting for the doctor.

Communication

To keep an orderly schedule and run on time, please keep talk during your visits limited to your current clinical condition only. If you need additional time with the doctor for a new condition or anything else, we will be happy to schedule an appointment at another time.

Name

Signature

Date