

Policies for Practice Members

We are excited to welcome you as the newest member to our growing Health and Wellness Clinic! We value our new relationship with you and want to start out on the right foot. We feel that a clear definition of our most basic office policies will allow us both to concentrate on the most important issues, namely regaining and expanding your current state of health. Welcome to a new paradigm of True Health Care!

Practice Member Payment Policy

To keep our charges to you as low as possible, we will provide you with a receipt that you may submit to your insurance company for reimbursement based on your contract with them. Our Financial Manager will also be glad to help you learn how to submit your receipt to your insurance company.

All services rendered to you are charged directly to you and you are personally responsible for payment.

Payment is due at the time of service. We feel the practice member's health needs are paramount; therefore, we have payment plan options designed to allow you, the practice member, to receive the care you need and make arrangements to pay accordingly. Payment arrangements may be made with the Financial Manager. We require a credit card on file with us to pay for account balances that exceed \$200 or plan payments that are delinquent.

I give this office permission to debit my credit card if my balance exceeds \$200 or my plan payments are delinquent.

Credit Card # _____ exp. date _____ V/MC/Disc/Amex

Name on card _____ 3 digit number on back _____

Health Report Policy

The Health Report is your confidential report the doctor presents to you on your second visit of what we found from the first visit tests (exam, history, palpation, x-rays, surface electromyography, thermography, algometry, heart rate variability and range of motion). Based on the level of care you choose to receive, the doctor also presents your custom designed program of chiropractic care on this visit. **There is a Spinal Care Workshop** that will occur in a group setting on an evening you will sign up for. We find that practice members will get better quicker while spending less time and money in our office with participation in the Spinal Care Workshop. Now that is a win-win for both of us!

Appointment Policy

Office visits are scheduled according to the severity of your condition and the doctor designs a program of care that is best for you based on your choice of care. Regardless of how many appointments are scheduled for you each week please note that it is the frequency of visits that counts. If for any reason, you are unable to keep an appointment, we request that you telephone immediately to reschedule that visit. **It is the practice member's obligation to make up a missed appointment within 7 days of any cancellation.** This office reserves the right to charge for missed appointments.

I have read the Office Policies and will honor them.

Practice Member's Signature

Date