

OFFICE POLICIES

Appointments and Scheduling

- Treatments by appointment only. Emergency appointments are available if there is time in the schedule.
- Please be on time for appointments. Unfortunately, because schedules are often tight, your treatment time may be shortened if you arrive late. However, if we are running late, you will always receive a full treatment.

Fees and Billing

- Payment is requested at the time of visit. Insurance is not accepted unless previously arranged although you may submit claims to your own company for direct reimbursement. There will be a \$25 charge for returned checks. Treatments typically last from between 40 minutes to one hour.

- **24 HOURS ADVANCE NOTICE IS REQUESTED FOR CANCELLATIONS.**

PATIENTS WILL BE RESPONSIBLE FOR THE APPOINTMENT FEE FOR ANY MISSED APPOINTMENTS OR NONEMERGENCY LATE CANCELLATIONS.

If you have questions or concerns about these policies please ask.

I have read and agree to the above policies.

Signature

Date