

# PRACTICE MEMBER GUIDELINES

As your chiropractor, my main objective is to offer chiropractic and wellness services that will allow you to respond as quickly as possible, in the least amount of time and in the most cost-effective fashion. We will do everything in our power to see that this goal is reached. However, we cannot do it alone, we need your help.

As a practice member of Applied Healthcare Associates you have certain responsibilities to ensure you are working toward our mutual goal of “wellness”.

## Your Job...

1. Keep your appointment times, as scheduled.
2. Allow for ample time to care for your condition. (Time is a very important part of regaining your lost health.)
3. Participate in your health with exercises and healthy suggestions made by the doctor, create a healing environment for yourself.

## In Addition...

1. Please consult us before you seek any other health or at-home treatments during spinal correction. Other care, treatments, or drugs may alter your progress and ultimate recovery.
2. It is our mission to see that every member of your family achieves and lives optimal health. To do this, they must be free of subluxations. That is why we give a Spinal Check-Up to all members of your immediate family, regardless of age or present health status. Please request a *Family Check Up Certificate* or go ahead and schedule an appointment. We would also be happy to send chiropractic information to a friend or relative whom you believe could benefit from chiropractic care.

*Our office is designed and dedicated to fulfill your whole health needs. If you have any questions about any aspect of your care or our services, please feel free to discuss them with your doctor. Your health care is our top priority!*

In order to provide the chiropractic care you need as conveniently and rapidly as possible, we have established special hours in which you can receive your adjustments with the absolute minimum of waiting. We call these **Patient Preferred Adjusting Hours**. In order to make this possible, the following has been established.

- Consultations:** If a consultation is needed with the doctor, it is requested that it should be scheduled during **Expanded Exam Hours** rather than during **Patient Preferred Adjusting Hours**. This will give you and the doctor the time necessary to solve any problems and answer any questions.
- Examinations:** Examination, consultation, and report visits may require special time. To ensure you get the proper time and attention, these visits may need to be scheduled during our **Expanded Exam Hours**.
- Missed Appointments:** Changes in appointments require a 24-hour advance notice. If you cannot make your appointment, the doctor requires that you call with in 24 hours and make up the appointment within seven days. This will ensure you will get the results you desire. **There will be a \$25 fee charged for all missed chiropractic appointments, \$60 for all missed one hour massage appointments, and \$35 for all missed half hour massage appointments.**
- New Injury or Auto Accident:** If you experience a new injury, re-injury or exacerbation on an existing condition, please notify us as soon as possible so that the doctor can give immediate attention. If you have been involved in an auto accident please let our office staff know upon making your appointment so we can be sure to make time for appropriate care and examination.
- Payment:** It is our office policy that payment is made at the time of service. If you participate in an *Optimal Health Plan*, *Wellness Plan*, or *Insurance Health Plan*, payment is due as stated in your plan guidelines.

*I have read and understand all patient requirements.*

SIGNATURE:

DATE: