

Sheldon Chiropractic

Office Policies and Procedures

Appointment Policy:

As your doctor, I take pride in giving you the best care possible with the least amount of interruption to your busy day. Our appointments are scheduled as effectively as possible to ensure smooth patient flow with a minimum amount of time spent waiting for your appointment. Even with near perfect scheduling, occasionally a patient will require additional treatment or several patients may arrive at the same time, causing a backup in our waiting room, for which we apologize. We do our best to avoid this situation, but sometimes it happens.

We schedule our appointments to allow sufficient time for our patients; therefore we have a limited number of appointments to fill each day. If we have appointments scheduled for patients who don't show up, our clinic loses money for that amount of time.

Missed Appointment Policy:

Appointments are scheduled at intervals for best treatment. Missed appointments or repeated lateness prolongs treatment. After the second missed appointment, a standard office visit charge of \$40.00 will be applied.

We will try to confirm your appointment 1 or 2 days in advance, but we will not always have time to do so. It is your responsibility to remember your appointment. If an appointment is canceled less than 24 hours in advance, it will be treated as a missed appointment.

Extended Treatment Policy:

In the event that the treatment is extended beyond the original planned treatment time due to poor compliance, i.e. missed appointments, we reserve the right to charge for office visits to continue treatment.

Sign and Date _____