

PATIENT POLICIES AND PROCEDURES

Sign In: (CCC maintains a patient sign-in sheet that is visible and accessible to patients, staff and others who may enter this office)

We ask when you arrive, sign in. You will be called in the order you signed in for your Doctor.

Adjusting Room: (CCC utilizes open adjusting rooms, private exam rooms and semi-private therapy rooms.)

When you go to the Adjusting room, place the clipboard on the shelf and lie face down on the table. This will allow your body to relax and calm itself. By doing this, your adjustment will be more efficient and more effective.

Scheduling:

To hold your preferred treatment time, we request that all appointments be made in advance up to and including your re-evaluation. This will save you and the office time, eliminate waiting, and allow the doctor to be better prepared for your visit.

Missing or changing appointments:

We have set up a specific course of treatment for you. A certain number of adjustments in a set amount of time are required for us to get the results we both desire. Thus, if you need to change the time of your appointment, plan to come another time the same day. If the same day is not possible, be sure to make up the missed appointment within 24 hours.

Special Consultations

It is mandatory that all patients attend our extended Special Consultation. This consultation explains how you can get the best results in the shortest amount of time while saving the greatest amount of health care dollars. You are expected to bring a partner with you or one will be assigned to you. There is no charge for this special consultation however if you are not able to attend, extra time will be set aside on one of your visits and there will be an additional charge.

Upsets:

We are here to serve you. Please speak with your doctor about any upsetting matter. We see your comments as helping us to help you and others.

Financial:

Our office accepts payment by the week, month, or year. Payment each visit would cause our patients to make unnecessary checks and cause unnecessary waiting. We believe in fare exchange, we will always give you our very best and we expect you to stay current financially. If financial problems should arise we expect you to inform and discuss them with our business office A.S.A.P.

Family Care

It is our goal to not only help you achieve the best health possible but your family as well. For this reason, when you refer an immediate family member within 14 days of your examination date, their complete examination will be at no charge without obligation.

Hours: CCC maintain adjusting hours of Tuesday and Thursday (9-12 and 3-7), Wednesday and Friday (9-12 and 3-6) Saturday (9-12)

Special Consultations are by appointment only. Your doctor has specific office hours. The front desk CA will schedule your appointments accordingly.

I, _____ have read and understand the above policies. I have received CCC's Privacy notice and Disclosure to take home and read at my leisure. I have also been informed that these notices are posted and visible in their reception area and examination rooms.

Date: _____

Patient

Witness