

# OPTIMUM

## CHIROPRACTIC & FITNESS



### OFFICE POLICIES

Thank you for selecting Optimum Chiropractic & Fitness to provide care to you and your family members. Please note the following office policies.

- ❑ Our business hours are Monday 9am-7pm, Tuesday 9am-6pm, Wednesday 8am-2pm, Thursday 9am-7pm and Friday 8am-2pm. We request you attempt to schedule your appointment within business hours. If you need an appointment outside of these hours, please let us know and we will try to work with you. We will check for messages throughout the day and respond as soon as possible, so please feel free to call anytime.
- ❑ After your initial visit you will be given a treatment plan. We request that you follow that plan to get the results we both desire. If you need to change an appointment, please keep as close to the original plan as possible so the continuity of your treatment will not be interrupted.
- ❑ If you know you are unable to make an appointment please let us know as soon as possible. We will gladly reschedule you and it is easier to do so with more notice. Also, please contact the office as soon as possible if you know you will be running late.
- ❑ In the effort to get you the best care possible at a reasonable price, we have come up with several different payment options. Payment is due at time of service or prior when selecting the treatment plan option. If you would like a superbill with your diagnosis and charges listed to submit directly for reimbursement, one can be provided.
- ❑ Payments can be made by cash, check, Visa, MasterCard and Discover. We also offer some in house financing options that can be further discussed during the report of findings.
- ❑ You are welcome to have a copy of our HIPAA privacy policies at any time, please ask someone at the front desk if you would like a copy.

I have read and understand the policies stated above:

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Patient Signature

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Date

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Print Name