

Allied Chiropractic – Appointment Etiquette

APPOINTMENTS

Please arrive on time for your appointments. The doctor does his best to stay on schedule and needs your cooperation. Once a treatment plan is set, do not alter from the program as it is designed for optimal results. If you are unable to keep an appointment for any reason, make sure you reschedule to maintain the frequency of care that is needed to improve your condition &/or maintain your progress.

LATE ARRIVALS

If you happen to arrive late for an appointment, your visit may be shortened and end at the originally scheduled time in order to accommodate other patients whose appointments follow yours. Depending on how late you arrive, it is possible that your appointment will be rescheduled completely. Regardless, you will still be responsible for the full amount of your scheduled treatment.

RESCHEDULED, CANCELLED and NO-SHOW APPOINTMENTS

We pride ourselves on keeping our costs affordable for our patients. One way we do that is efficient use of equipment and professional staff. Missed or broken appointments represent a cost to us and to other patients who could have been seen in the time set aside for you. They interfere with our clinic and create unnecessary scheduling problems for other patients.

If you cannot attend your appointment as scheduled, please advise us no later than 24-hours prior to the start time of your appointment by calling (320)251-6422. This allows us the opportunity to offer your appointment to someone else who may need urgent treatment. Since we turn away other patients to hold your appointment, any rescheduled, canceled or no-show appointments with less than a 24-hour notice will result in a cancellation fee charged directly to the patient, not your insurance company.

The cancellation fee is \$35 for active care and wellness visits and \$60 for chiropractic exams, new patient visits, Graston/Manual Therapy, dry-needling, OnBaseU and TPI appointments. This fee will automatically be charged to your credit/debit card on file. If we do not have a valid credit/debit card on file or the credit/debit card on file gets declined, the fee will need to be paid prior to your next appointment.

Emergencies will be handled on a case-by-case basis. If an emergency happens, we will gladly reschedule your appointment and waive the cancellation fee.

APPOINTMENT REMINDERS:

Our staff will aim to place a courtesy reminder text &/or phone call prior to your appointment. Please bear in mind that if you do not receive a reminder, your appointment *remains your responsibility* to attend or reschedule at least 24 hours in advance.

I have read and understand the terms of this form. I also understand that the reschedule, cancellation and no-show fees have nothing to do with my co-pay or deductible and cannot be billed to my insurance company. Furthermore, I understand that if I fail to adhere to the above policies, my credit/debit card on file will be charged automatically by Allied Chiropractic for any fees that are incurred.

Print Name

Patient Signature

Date

Staff Initials: _____ Date: _____