



ADVANCED SPINAL HEALTH, LLC
Optimizing Your Health Through Chiropractic and Nutrition

Office Policies

Welcome to Advanced Spinal Health. We expect that your time with our office will be a life changing experience. Our goal is for you to reach your optimal health potential by providing you with the best quality Wellness Chiropractic care available. We have found that by following these policies you obtain results quicker and with fewer hassles.

1. Patient Hours

Monday:	8:30am – Noon	2:00 – 6:00pm
Tuesday:	8:30am – Noon	2:00 – 6:00pm
Wednesday:	8:30am – Noon	2:00 – 6:00pm
Thursday:	8:30am – Noon	2:00 – 6:00pm
Friday:	8:30am – Noon	2:00 – 6:00pm

2. Missed Appointments

We are committed to helping our patients reach their healthcare goals. If you are 10 minutes late for your scheduled appointment, a member of the staff will give you a courtesy call. Please realize that the doctor has recommended a very specific protocol for care to optimize correction and restore health. Missing just one adjustment can result in the loss of ONE WEEK in your treatment plan. We want you to get your best results in the quickest amount of time and we will do everything we can to help you stay on track. Each missed appointment must be made up within 24 hours. If multiple appointments are missed you will regretfully be subject to a \$30 service charge.

For your convenience, multiple prescheduled appointments are recommended.

3. Wellness Opportunity Workshop

The Wellness Opportunity Workshop is a very important component to a successful care plan. You will learn the necessary steps to get the most out of your care and the secrets to staying well. It is your responsibility to attend a workshop before your first re-examination. This is an interactive workshop so you will be required to pair up with a partner. We recommend that you bring your spouse or a guest. Note that guests will also be entertained and educated about valuable wellness information. There is no additional charge as the cost of this program has already been included in your care plan.

4. Financial Agreement

If you are unable to meet the obligations of your financial agreement, we will be happy to schedule a financial consultation to discuss other options. We will make every attempt to make our care available and affordable to everyone.

5. Adjustment Room Policies

Please put your cell phone on vibrate and limit phone conversations to urgent matters.

6. Family Policies

By now you understand the importance of a healthy and well-balanced nervous system. You may be wondering about the health of your family. We will extend a complimentary wellness evaluation for your immediate family. The doctor will evaluate their nervous systems for hidden health problems. This offer is valid for up to 7 days.

7. Referrals

Our office is accepting new patients. If you are concerned about the health of your friends and family, you are welcome to refer them in to have their nervous system checked for hidden health problems.

8. Discontinuing Care

If it is necessary for you to discontinue care prematurely for any reason, any and all outstanding fees are due immediately. If you are experiencing a financial problem, please schedule a financial consultation. Typically a discontinuance of care will result in a total loss of the correction and benefit that you have gained up to that point. Pre-payments will be recalculated at normal retail adjustments fees before any refunds.

9. Included in Care Plans

- Chiropractic Wellness Adjustments
- Re-Examinations
- Re-Reports
- Wellness Opportunity Workshop
- Visit to Visit Health and Wellness Education

10. Additional Services

- Nutritional supplies & consultations
- Exercise programs (Home internet based exercise recommendations)

Patient Signature: _____

Patient Name (Please Print): _____