

FRIEDMAN CHIROPRACTIC, INC.

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OFFICE POLICIES

We welcome you as a new patient to our office. We appreciate the confidence you have shown in us by consulting this office concerning your present health concerns.

Please stick with the recommended treatment schedule whether it be once, twice or three visits per week. The frequency of treatment is based on each person's particular needs and designed for your best response.

Please be on time for your appointment. As Dr. Friedman's treatment methods require adequate time, coming late for appointments is not acceptable to the office and will not serve your health interests. If an emergency should arise, please call the office and ask if you should come in for the visit or reschedule the appointment.

The office requires 24 hours notice on all cancellations. In the case of any late cancellations or missed appointments, there will be a \$40.00 charge for the first time, a \$55.00 charge for the second time, and an \$80.00 charge thereafter. Every day we have patients calling for appointments, and if we have some advance notice, these patients can come in for care.

Our office has an answering machine in order that we may serve you efficiently. If the office is closed, please leave your **name, telephone number (including area code), and your message on the machine.** We will return your call as soon as possible. If you should have an emergency crisis when the office is closed, please call the after hours number given by the answering machine message. As Dr. Friedman has received numerous late-night calls of a non-emergency nature in the past, we request that you please evaluate whether it is an actual emergency before calling.

I acknowledge that I have read the above office policies and agree to their contents.

Signature: _____ Date: _____