

ADVANTAGE CHIROPRACTIC, PLLC
1003 Oakhurst Dr. Suite 3
Charleston, WV 25314

OFFICE POLICIES AND PROCEDURES AGREEMENT

Co-pays are due at the time of service. X-rays remain the property of this clinic. We will bill your insurance as a courtesy to you. In doing so, you are authorizing and directing your insurance benefits to be paid directly to the doctor. You are also giving permission to the doctor to release information requested by the insurance company concerning your health history, examinations, and treatment. **It is the patient's responsibility to know their benefits and to ensure that all claims are paid. The patient is responsible for all charges incurred in this office.** If your balance accrues over \$300.00, you will be placed on a payment plan until the balance is paid in full.

Though Chiropractic adjustments and treatments are usually beneficial and seldom cause any problem, I understand and am informed that there are some risks to treatment. Risks include, but are not limited to, fractures, disc injuries, strokes, dislocations, and sprains. I verify that I have read and understand the above information. Further, I am satisfied that all questions have been answered to my satisfaction.

Our massage therapist is paid per massage, therefore you will be charged a **LATE CANCELLATION FEE OF \$25 IF LESS THAN 2 HOURS NOTICE IS GIVEN OR IF AN APPOINTMENT IS MISSED.** This fee cannot be billed to insurance and will be due prior to the next massage appointment. Those arriving **MORE THAN 10 MINUTES LATE** for a massage appointment will not receive the massage and will be charged the **\$25 LATE CANCELLATION FEE.**

If your balance accrues over \$300.00, all massages will be suspended until the balance has been lowered.

Please note that distractions defeat the purpose of a massage. Children/family/friends should not attend massage appointments with the patient. Cell phones and other electronics should be silenced and put away prior to entering the massage room.

Please be advised that soreness and/or bruising may occur after a massage due to medications and/or muscle or blood disorders.

Patient's Signature

Date

Print Name