

Antoniotti Chiropractic Office Policies

Patient / Client Name: _____ Date: _____
Date of Birth: _____

Please be advised of the policies for Antoniotti Chiropractic. Your signature above signifies acceptance of these policies.

APPOINTMENT POLICY

- We recommend scheduling all appointments 24 hours in advance, unless otherwise posted or advertised. If you require a same day appointment, you may call (269) 344-5551 for availability.

TARDINESS

- Please respect our time and the time of others. When you schedule, your appointment is blocked just for you in order to ensure you receive full amount of time requested.
- Late arrival to an appointment means less time with a therapist. You may stay, but you will only receive the balance of your session and will still pay the full price.
- We recommend patients plan to arrive 5-10 minutes before their session to ensure adequate time for paperwork or unforeseen traffic conditions.
- Therapists are not required to wait longer than 15 minutes for late arrivals who have not called ahead. If you are tardy for your appointment by 15 minutes or more and therapist has not heard from you, therapist has the right to leave the site or refuse service. At that time, you will be considered a no-call / no-show (see below) and said policies will apply.

NOTICE OF CANCELLATION POLICY

- We request notification of cancellation as soon as possible. If cancellation is within 24 hours, we must receive notice by phone.
- Patients who cancel their appointment within 24 hours will not incur a fee the 1st time. Subsequent cancellations within 24 hours of appointment may be charged a \$32 fee.
- In the event of a NO-CALL / NO-SHOW (patient fails to arrive for scheduled appointment along with no notice via phone) the patient will be charged \$50 for scheduled session.
- Four or more cancellations within 24 hours of appointment and / or no-call / no-shows may require a client pay in advance for services.