

The following is an explanation of our clinic policies. We believe that a clear definition will allow us both to concentrate on the most important issue: regaining and maintaining your health. We will be happy to answer any questions you may have regarding our policies, your account, or insurance coverage.

No charge consultation

Bothell chiropractic clinic will do a special no charge consultation, or brief conference, with anyone interested in finding out if chiropractic can help them with their individual health problems, there is no charge or obligation in connection with this service. This does not include examination or treatment.

Patient Payment Policy

We require full payment due on the first day of service, unless we bill your insurance for payment. Properly documented Worker's Compensation and auto accident claims are not required to pay at time of service if appropriate forms and liens are signed.

Established patient Care Services

Patients under care are required to make regular payment on all unpaid balances, except for properly documented Worker's Compensation or auto injury claims. Payments need to be paid monthly or semi-monthly, depending on your arrangements. You will receive a monthly statement with all of your charges itemized. Please review these and retain them for your records (taxes, ect.) We do charge for additional itemization and the billing for additional carriers.

Our policy on Health Insurance

Today most insurance companies do cover chiropractic care. We will be happy to file your primary insurance claim for you and do everything we can to assure you receive proper reimbursement; however, we cannot take responsibility for what your insurance will or will not cover.

Appointments

In order to better serve out patients we ask that you call if you are unable to make your appointment or if you will be late. Your appointment time is reserved for you. If you fail to notify our office, it leaves a time slot open that could be used to help someone else. Please help us help others

Cancellation Policy

With all massage cancellations, we must be notified within twenty-four hours by phone, otherwise, the patient will be responsible for a \$60 cancellation fee.

Emergency of After hours calls

In case of emergency you may contact the office for a special appointment any time during regular office hours. If you, a friend or a family member requires after hours or weekend assistance, you may call the clinic at 206.940.8094 for special assistance.

Questions and answers

Your questions about any aspect of your care or account(s) are invited. Please feel free to ask your doctor or any available staff members. We will make every effort to answer your inquiries.

I have read the Bothell Chiropractic Clinic Policies and will honor them:

Patient's Signature

Date