

Askeland Chiropractic & Acupuncture, P.C.  
**Office policies and Patient's Acceptance of Care**

We at Askeland Chiropractic have a responsibility to give you the best care possible. Dr. Askeland has recommended a treatment plan which best outlines the care needed to relieve your pain, strengthen your spine and, finally, maintain your spinal condition. In order to achieve your goals, it is necessary for you to keep each appointment. Each visit builds on the one before and it is important not to lose the spinal correction towards which we have been working. Therefore, if you have to cancel an appointment, it is imperative you re-schedule to make up for the missed appointment.

**APPOINTMENTS:**

Our office hours are Mon–Thurs 8:00am–1:00pm and 3:00pm – 6:00pm and Fridays 8:00am–1:00 pm. Please be on time for all appointments, as this time is specifically set aside for you. If you arrive late for your appointed time, we can try to work you in between the other scheduled appointments, but in fairness to all, we must allow scheduled patients to receive care during their appointed times. Call if you are going to be late, and if you must cancel or move your appointment, please do so 24 hours in advance. Please try to make up all missed appointments within the same week to obtain the fastest possible results.

We reserve the right to charge for missed appointments not notified in advance.  
“NO SHOW” APPOINTMENTS ARE SUBJECT TO A \$40 MISSED APPOINTMENT FEE.  
This bill will be mailed to your home and immediate payment is expected.

**PAYMENTS:**

ALL PAYMENTS ARE EXPECTED AT THE TIME OF SERVICE.  
(This includes deductible, co-insurance, co-pays, supplements, etc.)

**INSURANCE:**

If you have insurance, we will submit claims to your insurance company for services rendered. After verification of your coverage, we will accept payments directly from your carrier. Patients are responsible for all uncovered services at the time of visit. Your insurance is an agreement between you and your insurance company. Therefore, this office does not promise that your insurance company will pay the charges and will not enter into a dispute with the insurance company over reimbursement. If your carrier denies payment, the patient is personally responsible for payment. **VERIFICATION OF COVERAGE IS NOT A GUARANTEE OF PAYMENT FOR SERVICES RENDERED. Patients are responsible for knowing their own insurance benefits for care.** Our office gives an insurance company 90 days from an incurred charge to pay their portion. If for any reason they do not pay in 90 days, then the balance becomes the patient's responsibility and is due and payable at that time.

**GUARANTEES:**

We do not guarantee that we can prevent or cure any illness, injury, or disease. In this office we find and remove spinal subluxation, so that your nervous system will function optimally and so that your spine does not degenerate prematurely.

I have read and understand the above policies. **I agree to the above listed terms set forth by Askeland Chiropractic and Acupuncture, P.C.**

Signed \_\_\_\_\_ Date: \_\_\_\_\_