

MASSAGE THERAPY OFFICE POLICY

Welcome to our office. Our goal is to serve you with exceptionally friendly and prompt service, and to provide the best in Chiropractic care and massage therapy for your whole family.

APPOINTMENT SCHEDULING/MISSED APPOINTMENTS

- There will be no charge for massage appointments canceled 24 hours or more prior to appointment time.
- No shows and cancellations made within 24 hours of the appointment time will result in a ½ hour massage appointment charge or \$35.
- If a patient with insurance is 15-30 minutes late for their hour massage, the insurance can be billed for a half hour appointment and the patient will be charged for the remaining half hour.
- When a patient misses a ½ hour massage appointment they will be charged the full appointment fee.
- If a patient without massage coverage is late for their appointment, it will take time from their massage and the full fee will be charged.
- When a patient is 30 minutes late without notification, the therapist is free to see another massage patient for the remainder of that hour.
- Please note that a missed appointment fee cannot be billed to your insurance.

Initial _____

FINANCIAL AGREEMENTS

Payment is expected as services are rendered unless prior financial arrangements have been made. The fee for a returned check is \$25.00. If you cannot keep your financial agreement for any reason, please speak to the office manager immediately to eliminate any misunderstandings.

Initial _____

TREATMENT OF A MINOR

I, _____ being the parent/legal guardian of _____ have read and fully understand the above terms of acceptance and hereby grant permission for my child to receive chiropractic care or massage therapy.

Signed _____ Date _____

Parent Signature _____

Witness _____