

# Office Policies

Welcome to A Center for Well-Being. Dr. Smith and the entire staff are dedicated to making your experience here a positive one. We want to provide the finest Chiropractic care. Please take a moment to acquaint yourself with our office hours and policies.

## Office Hours:

Monday	10:00-12:00		2:00-6:00
Tuesday	closed		
Wednesday	10:00-12:00		2:00-6:00
Thursday	10:00	–	2:00
Friday	10:00-12:00		2:00-6:00

## Appointments:

We value your time and do our best to keep the office flowing smoothly and on time. In order to optimize the patient flow and minimize waiting, Dr. Smith sees patients on an appointment basis. If you have little flexibility as to when you can see Dr. Smith, then we recommend scheduling your appointments ahead of time.

## Walk-ins:

If you discover that you have time to come in and do not have an appointment, you are welcome to walk in and see if there is space for you to see Dr. Smith. If we cannot fit you in right away please understand that we will do our best to fit you in when space becomes available. Scheduled patients take first priority and we will fit you in as soon as we can. If you are considering dropping by, call ahead to find out our availability to minimize your wait time.

## Lateness:

You may have to wait if you miss your appointment time. We will get you in as soon as we can, but please understand that in order to respect other patients, you may have to wait for an opening.

## Canceling, Rescheduling, and Missed Appointments:

Please contact the office 24 hours in advance of your appointment if you need to cancel or reschedule. You will be charged \$25 for missed appointments.

## Insight Millennium Nervous System Scans:

Dr. Smith uses the scans to objectively measure the state of your nervous system. And as your treatment progresses, the scans help monitor your progress. He will recommend a scan when it is appropriate for you, and they are regularly scheduled for patients on the 10 Visit Series.

Scan appointments require 30 minutes. The first half of the appointment is a private appointment so that the doctor can perform a scan and re-evaluation. The second half of the appointment is the adjustment, which is not private.

The scan is included in the cost of the 10 Visit series. The cost of the scan alone is \$25, and the cost of a scan and an adjustment on the same day is \$65.

**NET Appointments:**

Dr. Smith uses NET (Neuro Emotional Technique) to correlate the emotional components of your healing and clear any blockages. These appointments require 15 minutes and are scheduled privately. The cost of the NET appointment is \$50.

**Private Appointments:**

Occasionally patients desire a private appointment with the doctor, and know that you may schedule on at your discretion.

**Sarongs:**

If you are cold or in need of a cover for modesty (for example: when a woman wears a short skirt), sarongs are available in the adjusting room on top of the face pad shelves.

Please feel free to ask any questions that you may have about your care. We strive to make your experience here at a Center for Well-Being a positive and welcoming one.