

# Office Policies & Procedures

\_\_\_\_\_ **1. Symptoms:** Regardless of the reason you came to our office, it is important to understand the difference between symptoms and their cause. As your spine is corrected you will have good days and bad days. Don't get caught up in this roller coaster; it is normal. You will be happiest and get the best results if you understand that this is a process designed to get you functioning at your peak level and get you on the road to wellness. This takes time and is a lifelong process. Stay focused on this outcome so you are pleased with your results and enjoy the journey.

\_\_\_\_\_ **2. Appointments:** A certain number of adjustments in a given time period is necessary to get the best results from your care and create wellness in your life. While we can't predict the exact number of adjustments you will need, we do know that consistency creates the best results. Therefore it is absolutely necessary that you keep your appointments. If you need to change an appointment, please call in advance to reschedule it within 24 hours **so you stay on target for wellness.** *It is your responsibility to get here.* We will do all we can to accommodate you.

\_\_\_\_\_ **3. Daily Visit Procedure:** Each time you arrive for your adjustment, sign in and have a seat in the reception room until you are directed to an adjusting room by the front desk chiropractic assistant. Go back to the adjusting room and place a piece of face paper on the table, lay down on your stomach and relax until the doctor becomes familiar with your spine to adjust you. Once the doctor learns your spine, your adjustments will take only a few minutes and be very focused. Please help keep things moving by laying down quietly and relaxing for your adjustment. Our open environment allows you to receive your care quickly and efficiently with minimal waiting. Should you feel the need for a private adjustment or consultation, inform our staff and we will gladly accommodate you, at no extra charge of course.

\_\_\_\_\_ **4. Dynamic Examinations:** During your Initial Intensive Care you will receive several Dynamic Examinations to monitor your level of spinal correction. On this visit you will fill out an Update Form and be taken to the Exam Room. All the findings from your initial visit will be retested. Plan on spending approximately 30 extra minutes on these days. There is an additional fee for this visit unless you are on a Prepayment Plan that is all inclusive. Immediately following your Dynamic Examination, the doctor will sit down with you to discuss your results. At the end of your Corrective Adjustment Plan you will receive recommendations for a Wellness Adjustment Plan to help you stay as healthy as possible.

\_\_\_\_\_ **5. Human Potential Program (HPP):** This is the single most important visit we provide because it is where you'll learn how to get the best results from Chiropractic. It is our policy that you attend one HPP within the first 2 weeks of care. We recommend that you bring your spouse, a family member, or friend with you so you can create a support group that understands what you're going through and keep you focused on your desired results. Also, if you know anyone else with a health problem, or who is committed to a wellness lifestyle, our HPP would be a great way to introduce them to our office and chiropractic without any obligation or financial commitment. The fee for your orientation is included in your exam fees. It is held on Wednesday evenings at 6:15.

\_\_\_\_\_ **6. Exercise:** Many people try to correct their spine with exercise. Research shows that people who exercise on an injured spine, that has healed improperly, will tend to experience more rapid deterioration of their spinal bones, discs, and nerves. **However, when you exercise in conjunction with your Chiropractic adjustments, you will find that your spine will improve more quickly and your athletic performance will be dramatically enhanced.** We recommend that you do some type of aerobic exercise, such as walking, at least once a day.

\_\_\_\_\_ **7. Nutrition:** Good nutrition is important to maximize your health and healing capacities. A diet filled with fresh fruits and vegetables will fulfill your nutritional needs on a daily basis. For more detailed information on nutrition, we highly recommend that you shop and consult with Doug Lill, Rph, CCN. He is the nutritionist and pharmacist at People's Rx. He can be contacted at 512.426.2894.

\_\_\_\_\_ **8. Results:** We are very results-oriented, however many factors that we have no control over may affect how quickly you respond to your care. These include your age, occupation, how long you have had your vertebral subluxations, and how many subluxations are present in your spine. Regardless of these circumstances, your body has an incredible ability to heal itself. The recommendations we make will consider these factors along with the current condition of your spine. We will do all we can to get you to Wellness Care as quickly as possible.

PATIENT: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

**Congratulations on choosing Chiropractic.  
Follow through with your family, and enjoy the  
health benefits that come with  
a Chiropractic lifestyle.**

# TERMS OF ACCEPTANCE

When a patient seeks chiropractic health care and we accept a patient for such care, it is essential for both to be working towards the same objective.

Chiropractic has only one goal. It is important that each patient understand both the objective and the method that will be able to attain it. This will prevent any confusion or disappointment.

**Adjustment:** An adjustment is the specific application of forces to facilitate the body's correction of vertebral subluxation. Our chiropractic method of correction is by specific adjustments of the spine.

**Health:** A state of optimal physical, mental and social well-being, not merely the absence of disease or infirmity.

**Vertebral Subluxation:** A misalignment of one or more of the 24 vertebra in the spinal column which causes alteration of nerve function and interference to the transmission of mental impulses, resulting in a lessening of the body's innate ability to express its maximum health potential.

We do not offer to diagnose or treat any disease or condition other than vertebral subluxation. However, if during the course of a chiropractic spinal evaluation, we encounter non-chiropractic or unusual findings, we will advise you. If you desire advice, diagnosis or treatment for those findings, we will recommend that you seek the services of a health care provider who specializes in that area.

Regardless of what the disease is called, we do not offer to treat it. Nor do we offer advice regarding treatment prescribed by others. **OUR ONLY PRACTICE OBJECTIVE** is to eliminate a major interference to the expression of the body's innate wisdom. Our only method is specific adjusting to correct vertebral subluxations.

I, \_\_\_\_\_ have read and fully understand the above statements.  
(print name)

All questions regarding the doctor's objectives pertaining to my care in this office have been answered to my complete satisfaction.

I therefore accept chiropractic care on this basis.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)