

# **Office Policies and Procedures @ Joe Family Chiropractic Office**

## **1. Joe Chiropractic Office Orientation-Health Talk**

We recommend that you bring your spouse, a family member or friend with you so you create a support group so that you are on the same boat moving in the direction of your health goals.

Also, if you know anyone else with a health problem or someone who is committed to sustaining their health, this class would be a great way to introduce them to our office and chiropractic without any obligation or financial commitment.

\_\_\_\_\_ (Please Initial Here)

## **2. 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 adjusted you might have "good" days and "bad" days. As is talked about in the Orientation Health Talk, the Symptom has been given to us to let us know that something in the body is imbalanced.

\_\_\_\_\_ (Please Initial Here)

## **3. Appointments**

A number of pre-scheduled adjustments over a given time period is recommended for your body to optimally heal itself and for you to get the best results from your care so that you are functioning optimally soon. Therefore, it is very important that you keep your appointments. We schedule your care month(s) in advance. If you need to change an appointment, please call 24 hours prior to your appointment so that you stay on track. It is your responsibility to get here. We will do all we can to accommodate you. Office Hours will be given to you and posted on the office website. If we are not able to answer your call, please leave a message stating that you will be missing your appointment time, note our office hours and arrive then.

\_\_\_\_\_ (Please Initial Here)

## **4. Daily Visit Procedure**

If you need to wait, please first wait up front in the adjusting room. There are chiropractic-related articles or information there. Please turn off your cell phone or other electronic devices while you are in the office.

Once the Doctor learns your spine, your adjustments will take only a few minutes and be very focused. After your adjustment, before sitting in your car, equalize your nerve circuits via walking for 10 minutes. If you have the time after your adjustment at work or at home or at the park to stretch and relax that would be ideal 4 hours after your adjustment. Sitting in a car or intensely at your desk after your adjustment can tilt the newly reset nerves and can aggravate symptoms.

\_\_\_\_\_ (Please Initial Here)

## **5. Re-Exam**

During Disability Care you will receive a Re-Exam that will monitor your level of spinal correction. 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 Re-Exams you will sit down with the doctor to discuss your results. At the end of your Sustaining Care Plan Year #1 you will receive recommendations for time forward to help you stay healthy.

\_\_\_\_\_ (Please Initial Here)

## **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, disks, and nerves. However, when you exercise in conjunction with your chiropractic adjustments, you may find that your spine will improve more quickly and your function will be enhanced. We recommend that you do some type of aerobic exercise, such as swimming or walking at least once a day (will discuss).

\_\_\_\_\_ (Please Initial Here)

## **7. Massage**

Your chiropractic care looks to remove nerve interference targeting the spine. The Certified Massage Therapists that we refer to remove nerve interference primarily targeting the muscles and lymphatic system. If you are not already seeing a massage therapist, we may recommend that you see one.

\_\_\_\_\_ (Please Initial Here)

## **8. Rest**

Stress and strain on an injured area wears and tears areas that we are trying to promote healing. To get you to an Action Potential Level as soon as possible: \_\_\_\_\_ weeks of rest is recommended for optimum healing so that you can return to your regular daily activities as soon as possible.

\_\_\_\_\_ (Please Initial Here)

## **9. Sleep**

Please see enclosed

We recommend Custom Comfort Mattress Company, Brea and Ergo Irvine.

We do fit people in-office for their pillow, Soba and Tempur-Pedic.

\_\_\_\_\_ (Please Initial Here)

**10. Lifting**

\_\_\_\_\_ (Please Initial Here)

**11. Nutrition**

Good nutrition is important to maximize your health and healing capabilities. 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 Mother's Market. With the high cost of surgery-drugs and disability, considering foods that are prepared in an organic, non-gmo way may be something to consider.

\_\_\_\_\_ (Please Initial Here)

**12. Psychology**

Some people feel the need to express their personal problems when they are at their chiropractic check-ups. We have found that this can be detrimental to your chiropractic experience. The reason is negative thoughts can cause stress to your spine and they interfere with you getting the best chiropractic adjustment possible which is our primary objective each visit. If you do need counseling and if you ask us we'll recommend a counselor to you.

\_\_\_\_\_ (Please Initial Here)

**13. Payments**

The office accepts checks for payment. We do not carry cash change.

If you are filing insurance you will be given a receipt, at the last scheduled office visit of the month.

Chiropractic care is considered a Medical Expense under the IRS Tax Code; if you

would like a receipt for all of your dates of service during the year, we'll give you one at the end of the year upon request.

\_\_\_\_\_ (Please Initial Here)

**14. Hygiene**

So that you can get the best adjustment and so that we don't slip on a contact, please have your skin clean for your chiropractic care.

\_\_\_\_\_ (Please Initial Here)

**15. Results**

There are many factors that we have no control over that effect how quickly you respond to your care. These include your past and current physical, mental, and chemical stressors.

Ask yourself are the healing capabilities of my body greater than my affected body part & current stressors in my life.

Your body has an incredible ability to heal itself, that is what we try to make bold, more bright, more brilliant.

The recommendations we make will consider these factors along with the current condition of your spine. Our aim is to get you to Stability (Action Potential Level) as quickly as possible.

\_\_\_\_\_ (Please Initial Here)

Congratulations on your commitment to your health. Consider following through with your family and close friends toward healthy loved ones in your future.

**Witness:** \_\_\_\_\_

**Date:** \_\_\_\_\_