

# *Plum Creek Chiropractic P.A.*

Dr. Cynthia L. Shepard  
24875 Panama Ave.  
Elko, Mn. 55020  
952-461-3675

## **Policies and Procedures**

### **New Conditions:**

If a new condition occurs during the course of your regular treatment program, which is brought on by an accident, on the job injury, personal injury, or a new unrelated illness, please let me know immediately. An examination will be scheduled and the proper forms completed. We may need additional information regarding insurance, etc.

### **Payment of Bills:**

Our policy is that patients pay for service at the time of service. If you wish to submit this to insurance, we will provide you with the paperwork necessary to do so.

### **Office Hours:**

Monday and Wednesday 8:00am to 6:00pm. Friday 2:00 – 4:00, and Saturdays by appointment only.

### **Diet and Food Supplements:**

Diet and food supplements should be taken as recommended. Any problem with these recommendations should be communicated with Dr. Shepard. We do not prescribe, however, we will make recommendations to help speed your recovery.

### **Missed Appointment Policy:**

With the exception of unexpected emergencies, we require that you notify us at least 24 hours in advance of a schedule conflict. **Missed appointments without a 24-hour notice will be charged \$30.00.** If you should become ill, please come to your scheduled appointment, as chiropractic care will boost your recovery.

I have read and understand the previous information:

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