

## POLICIES AND PROCEDURES

***Please review the following policies and procedures and sign below prior to your first appointment:***

### CELL PHONE USE POLICY:

Please turn your cell phone off before entering the office or before the start of the session and refrain from using your cell phone throughout your appointment time.

### TEXTING POLICY:

Please use texting only for communicating appointment information or confirmations. Texting is not a secure form of communication. In addition, texting is a flat medium in which no emotion is conveyed or implied by the words used. Do not send personal information to me via text or email.

### PET POLICY:

No animals are allowed in the office at any time. This is to protect your animal and also to keep our attention focused on the purpose of the appointment.

### APPOINTMENT TIME:

Please try to arrive near the time of your scheduled appointment. I will open the office door at the Bishop street office at the time you are scheduled. If for some reason the door is not open at the appointment time, please knock on the door.

### CANCELLATION POLICY:

**You will be charged for any cancellation that occurs within 24 hours of your scheduled session time. You will also be charged if you do not come to your scheduled appointment.** Please note that if you are cancelling a session by phone or text, do not assume that I received your cancellation message until you receive a confirmation phone call or text.

***Please respect the policies and procedures included in this document. Sign and date below after you have read and agree to the information provided.***

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Signature of Patient

Today's Date

FOR OFFICE USE ONLY:

Patient ID#:

CF#:

Date First Seen: