



Dr. Sarah Colby Chiropractic Physician
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Clock Tower Chiropractic & Massage

OFFICE POLICY

1. Payments for all services, including adjustments, examinations, x-rays, supports and supplements are due and payable at the time of service. If you are unable to do so, please ask to speak with our claims manager to make payment arrangements.
2. Unless a patient is under current care in this office (within the last 6-10 months), an examination and x-rays may be necessary to reinstate proper treatment. Due to the possibility of structural changes, each new injury may require an examination, and x-rays may be necessary to reinstate proper treatment.
3. To keep the office from becoming a "line-up," patients are seen in the order they are scheduled, not by reception room seniority. However, should a patient be late, others waiting should be seen in the order of appointment. If you have definite time restrictions, please let our receptionist know and we shall do the best we can to accommodate your busy time schedule.
4. Missed/cancelled appointment: If you are not able to keep an appointment, please contact our office as soon as possible. If you forget an appointment, please make it up as soon as possible, especially if you are on a program of care. To avoid being charged for missed appointments, kindly give this office a 24-hour notice of cancellation.
5. I, the patient, agree to pay for any fees incurred due to collections of a delinquent account, including collections services and/or attorney fees.

We appreciate your faith and confidence in choosing Clock Tower Chiropractic & Massage. We are here to serve you, your family and the community's health needs through the natural approach of chiropractic.

Patient: _____ Date: _____