

## **Bay Area Oriental Family Practice, P.A.**

### **PATIENT POLICIES**

(The following steps have been designed to eliminate patient waiting)

Please sign in with Receptionist.

Properly undress, lay down on the treatment table so you are prepared for treatment when the doctor comes in. The reason we request you lay down is to relax. You get a better treatment if you are relaxed.

**REMINDER: If the doctor comes into the treatment room and you are not lying down, the doctor will have to treat other patients.**

To hold your preferred treatment time, we request that all appointments be made 4 weeks in advance whenever possible. This will save you and the office time and eliminate waiting.

All new problems, consultations, and diet exercise programs are to be discussed during regular office hours, not during your preferred treatment time. If a new problem develops, an accident occurs, etc., you should call and reschedule an appointment from preferred hours to regular hours when more time would be available.

Our office accepts payments by pre-pay treatments plan (saves you the patient money and time). Payment with each visit could cause a delay in leaving our office.

Your results are obtained based on the number of visits per week, not per month. Therefore, it is vital you hold to your schedule. If an emergency arises, we ask you to notify us as soon as possible. We ask that you schedule a make-up appointment for the same week; this is for your health and for best results for a speedier recovery.

Our return policy on Chinese Herbs or Supplements is within 30 days of purchase and the package must be unopened.

**I have read and understand Patient Policies and agree to this.**

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_