

Putnam Chiropractic Center
Dr. Frederick Barks, MS, DC, CCSP, DACRB, CPEP
554 Liberty Hwy, Rte.21, Ste.# 8 Putnam, CT 06260
P: (860) 928-7729 F: (860) 928-0593

Cancellation, “No Show”/Late Policy and Additional Fees

Please understand that we value the time we spend with you, and at various times, the practice is *extremely busy*. It is important for you to keep your scheduled appointments and to arrive on time. ***We ask that you try to arrive 10 minutes prior to your appointment to allow time to sign in, restroom, etc.*** This is extremely helpful for my staff and myself, and we certainly understand that there may be an unexpected delay (school bus, accident, weather, etc.), so just call the office.

Cancellation Policy

We very often have a cancellation list. If you must cancel your appointment, we ask that you please provide **24-hour notice** so that other patients may be seen.

“No Show”/Late Policy

Patients who fail to arrive for their scheduled appointment will be subject to an office charge of **\$25.00**/missed appointment. The missed appointment will be documented in your file per office policy. Insurance companies are **NOT** billed for this fee.

If you are going to be late for your appointment, ***please call ahead*** and my staff will decide if there is time for full treatment, manipulation only, or if your appointment must be rescheduled.

Additional Fees: Therapeutic- taping (athletic, kinesiotape, etc.), is often extremely helpful for acute injuries and is most often, not covered by insurance. The average fee for this service is **\$5.00 to \$7.00**. Exercise bands are used for a variety of reasons, particularly rehabilitation and is **\$3.00/ft.**

I have read and understand Putnam Chiropractic Center’s Cancellation, ***“No Show”, and Additional Fee Policy***. I understand that if I am covered by an insurance plan, the office will bill my carrier as a courtesy to me. Any amount quoted to me is an **estimate only**. I am aware that I am ultimately responsible for any unpaid balance after insurance payment or denial is received.

Patient Signature

Date