

OFFICE PROCEDURES

FOLLOWING YOUR FIRST VISIT:

Please read the enclosed literature and let us know if you have any questions.

ON SUBSEQUENT OFFICE VISITS:

- ✓ Leave coat and shoes in entryway.
- ✓ Schedule your next office visit and handle any financial obligations you might have.
- ✓ When it is your turn, get your travel card from the front desk and a face paper at the door before entering the adjustment room.
- ✓ Choose a table, place your belt, scarf, and any large items in your pockets in the basket and have a seat. The doctors will check you and let you know in what position they need you (please let the doctor know if a position is uncomfortable or painful).
- ✓ Breathe deeply and comfortably. This allows for easier release of old patterns that have been locked in your spine and nervous system. Deep breathing also helps your innate intelligence integrate the adjustment. Shallow breathing is associated with a state of constriction and non-healing. So please, breathe!
- ✓ Close your eyes and relax during your adjustment. Conscious thoughts interfere with your feeling and often distract you from your healing process.

AFTER YOUR ADJUSTMENT:

- ✓ Gather your belongings, deposit your face paper in the waste basket, and return your travel card to the front desk.
- ✓ Keep breathing! Your nervous system and body will continue to process as you go through your day.

OFFICE POLICIES

- ✓ It is the policy of Hardwick Chiropractic to treat all patients and not to discriminate with regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, or disability.
- ✓ All payments, including insurance co-pays, are due at the time of service.
- ✓ Pre-paid packages must be paid in advance or at the time of service or by law we must charge our standard fee.
- ✓ Due to the sensitivity of some patients and our staff, please refrain from wearing perfume, after-shave or essential oils. People who are chemically sensitive can become extremely ill when exposed to scents. We thank you for your consideration.