



Pittsburg Chiropractic Center

Dr. Jennifer M. Girth, D.C., B.S.

302 E 4th St. Ste E

Pittsburg, KS 66762

(620) 232-6555



Appointment Deposit Policy

We do our best with reminder texts or calls, but it is ultimately your responsibility to show up for your scheduled appointment. If you can not make your appointment you must call us at 620-232-6555 and talk with the receptionist or leave a voicemail at least 48 hours prior to your scheduled appointment. Social media contact to cancel will not be accepted.

Scheduling Deposit Fee

To confirm your desired appointment, a \$100.00 deposit fee is required at the time of booking all SAAT & Auricular Medicine appointments to guarantee your reservation. If the appointment is kept, the deposit is applied as a credit for future appointments/procedures. If the appointment is missed, the \$100.00 deposit is non-refundable and will be applied to the cancellation fee (unless 48-hour notice is given).

Cancellation

Please understand that when you forget or cancel your appointment without giving enough notice, we miss the opportunity to fill the appointment time and clients on our waiting list miss the opportunity to receive services they need. We ask all new and established client's supply a credit card to have on file. All cards on file are added to the system via a secure electronic process that ensures the information is encrypted and remains secure. In the event we do not receive the required notice for adjustments and cancellations, the following fees will occur on your card or billed to you in the event the card is declined:

- Your first no-show or notification given less than 48 hours prior to your appointment will result in Pittsburg Chiropractic Center keeping your deposit. You will not be able to apply that money to future appointments.
- Your second no-show or notification given less than 48 hours prior to your appointment will result in you being charged for 50% of the scheduled service, regardless if the service is pre-paid.
- Your third or any following no-show or notification given less than 48 hours prior to your appointment will result in you being charged for 100% of the scheduled service.

Payment

Payment for all individual treatments are at the time of treatment. You may choose to prepay for your individual treatment. We do not offer financing or payment plans. All services are final sale;

there are no refunds issued for any services. We accept cash, Visa, MasterCard, and Discover; we do accept checks but if the check is returned there will be a returned fee of \$35.

- Your first no-show or notification given less than 48 hours prior to your appointment will result in Pittsburg Chiropractic Center deducting the \$50.00 deposit.
- Your second no-show or notification given less than 48 hours prior to your appointment will result in you being charged 50% of the scheduled service before you can book your next appointment, or we can take the amount off of your package.
- Your third or any following no-show or notification given less than 48 hours prior to your appointment will result in you being charged for 100% of the scheduled service.

Late Arrival

We suggest arriving 5-10 minutes prior to your appointment time to allow time to complete paperwork or answer questions about your service that you may have. We understand that issues may arise that may cause you to be late for your appointment. However, we ask that you call to inform us if that ever occurs, so we can do our best to accommodate you. Appointment times are reserved for each client, so oftentimes we cannot exceed that reserved time in order to be timely for the next patient. If you arrive more than 10 minutes late, your appointment may be shortened or canceled if there is not enough time to complete the procedure.

Please ask us any questions that you may have!

Signing below means that you have received this notice and that you understand the policy and agree to the policies listed above.

Patient Name: _____

Patient/Guardian Signature _____

Date _____