



Dr. Tom Sartor, Chiropractor

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OFFICE POLICY FOR CHIROPRACTIC CARE

1. Payment for professional services are due the day of your visit. Any other arrangement must be made in advance.
2. Overdue accounts will be charged 2 % monthly.
3. The charge for N.S.F. cheques will be \$20.00
4. Failure to keep your scheduled appointment is an inconvenience to this office and to the patient who may have wanted your time slot. Twenty-four hours notice is required unless cancellation is due to an emergency. If you do fail to keep an appointment you will be charged the regular visit fee.
5. Orders of any merchandise purchased in the office will require a minimum of 50 % down payment and the remainder upon receipt of merchandise.
6. Appointments are made to treat the problem for which you have been examined. If you have a new complaint which will require a new examination, a choice will be made as to which problem will be treated on that day. It is hoped that this will allow us to keep on time with our appointment schedule.
7. All patients filing WSIB (Worker's Compensation) are required to pay for services in full (including forms) and will be compensated once our office has received payment.

HOURS EFFECTIVE MAY 23rd, 2006

Monday 12 pm - 8 pm

Tuesday 8 am - 4 pm

Wednesday *closed*

Thursday 9 am - 6:30 pm

Friday 8 am - 12 pm

Saturday 7:30 am - 12 pm