

Welcome to our office! Please review and our updated office policies as follows:

- We have a 24-hour cancellation policy, if cancelled in less than 24 hours a fee may be charged.
- We ask that at your first appointment you bring your insurance card, completed forms, and photo ID.
- Our office has a small therapy dog named Allie, who will be here at every appointment.
- We ask that you bring or wear flexible, gym type clothing. NO jeans or belts.
- Your first appointment may be approximately 1 hour.
- Established patient appointments last about 30 minutes.
- If you are not feeling well, have a cough, cold, or any illness please CALL our office BEFORE coming to your appointment. We see immunocompromised patients who can not fight off illnesses, so please be considerate. We many ask you to reschedule or wear a mask.
- Please do not wear any perfume or fragrances to your appointment.
- If you are a smoker, please arrive freshly showered in smoke free clothing, and do not smoke between the time you shower and your appointment.
- Our office hours are normally 8-4pm Monday thru Thursday.
- If you need to reach Dr. Chadfield urgently after office hours please email [lmchadfield@aol.com](mailto:lmchadfield@aol.com)
- Arrive timely to your appointments. We ask that your arrive 10 minutes prior to your appointment time. If the Doctor is running late, we will notify you at the phone number you have provided.
- Confirmation calls are a courtesy, please do not solely rely on them to remind you of your appointment.

LM Chadfield, DO PLLC

OFFICE POLICIES

DOB: \_\_\_\_\_

Patient: \_\_\_\_\_