

Brian T Stutz, DC, PC
400 S Colorado Blvd, suite 850
Denver, CO 80246
303-733-2521
drbrianstutz.com

Office Policies and Procedures

Welcome to our office and thank you for trusting Dr. Stutz with your health. This form is intended to provide you with details about the operations of our office.

Office treatment hours: Monday thru Thursday, 8:30am – 5:30pm

The office is closed on Friday, Saturday and Sunday

*Please note that we usually have phone support during these hours, but there may be instances where there is not phone coverage between 12-1pm and 3-5pm. Please leave a message and your call will be returned as soon as possible.

Scheduling: **Scheduling an appointment may be done via phone or on our website, drbrianstutz.com.** If you choose to schedule online, please make sure that you select the proper appointment (there are multiple options) and click through all prompts. You will always receive a confirmation email with your appointment details with both phone and online scheduling. You may change or cancel your appointment via the link in your confirmation email, or by phone.

Appointment notes: Please arrive on time! Dr. Stutz prides himself on running an on-time practice. Patients rarely wait more than 5 minutes in our office and Dr. Stutz will not delay his schedule for late arrivals. If you arrive late, you will have the balance of your scheduled appointment time, but no additional time will be granted.

Cancellation policy: **We ask that you provide at least 24 hour notice when canceling an appointment. You will be charged the full balance of your scheduled appointment each time that this policy is not observed. There is usually an appointment waiting list every day and we would like to fill all open appointment times with as much notice as possible.**

Payment:

Payment is due at the time of service. Forms of acceptable payment include a credit card, HSA/debit card, check, or cash. Please note that there is a \$30 charge for all returned checks. **Dr. Stutz is not contracted with health insurance companies, therefore we will not bill for services. Dr. Stutz is a non-participating provider with Medicare.** Our office will bill for auto accident insurance reimbursement on a case-by-case basis. Please ask Laura or Kris for more information.

Thank you for taking the time to review our office policies.

By signing below, I acknowledge that I understand, and will comply with the policies and procedures explained above:

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____