

# Functional Medicine

..... C E N T E R S .....

**FORT COLLINS**

Fort Collins Office

4745 Boardwalk Dr Suite 103D

Fort Collins, CO 80525

Phone (970)282-1173 Fax (970)282-1175

## **Consultation Policy:**

1) Paperwork **MUST** be entirely filled out before your appointment time with Dr. Galyardt.

2) Your appointment must be confirmed with the Front Desk by **PHONE** or **EMAIL** 48 hours prior to your scheduled appointment. If your appointment is on a Monday, you must confirm by Thursday.

You may or may not be permitted to reschedule depending on the circumstance. Leaving a voicemail is not sufficient. You must speak to the front desk or receive a confirmation email back from us confirming the receipt of your email.

3) You must fill out all of your paperwork **IN BLACK INK ONLY** (no pencil, blue ink, or felt tip markers) on both sides and bring it with you to your consultation. If your paperwork is not completed or only partially completed,

your appointment may need to be rescheduled and additional \$90 consultation fee paid.

4)If paperwork is incomplete when you arrive, your appointment will be rescheduled.

5)If you do not confirm your appointment at least 48 hours prior to your appointment, or by Thursday for Monday appointments, your \$90 case fee may be forfeited

**The morning of your brain map, please:**

Do not consume any caffeine

Do not take any medications that would directly affect brain function (ex.,anti-depressants, ADHD meds, anti-anxiety medications, etc.)

Make sure hair is clean, dry, and free of hair product.

Make sure you eat a healthy breakfast.

Any medications you take the night before are okay and will not affect the results of the brain map.

Please call our office with any other questions you may have.