



# HOPKINS CLINIC FOR PHYSICAL MEDICINE

*Providing Medical, Chiropractic  
and Physical Therapy Rehabilitation Services*



## **OPEN DOOR OFFICE POLICY**

Due to the nature of aesthetic and physical medicine procedures, manual “hands on” contact of a patient by the physician and/or Clinic staff during examination and treatment procedures is often required. To assure the comfort of the patient, a “GENERAL OPEN DOOR POLICY” is utilized in this office. This general policy requires that the door to the treatment room or examination room remain open at all times when the room is occupied by ONLY ONE employee of Hopkins Clinic and the patient.

Patients may occasionally be asked to partially disrobe for an examination or procedure. Every effort to promote and safeguard your modesty will be applied.

Situations that necessitate the door to be closed include but are not limited to:

1. The patient is partially disrobed for an examination or a procedure.
2. The treatment room door must be closed and LOCKED from the inside during the use of a laser. (As required by Florida Statutes for safety reasons)

When the door to the examination or treatment room is CLOSED, at least TWO employees of Hopkins Clinic MUST be present at all times.

If you have any questions regarding this policy, please do not hesitate to ask to personally speak to the Clinic Director, Clayton Hopkins, D.C., or any other employee of Hopkins Clinic.

I have read and understand the following office policy.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Please Sign Name

\_\_\_\_\_  
Date

