



Functional Medicine

CENTER OF FORT COLLINS

Fort Collins Office	Loveland Office
110 West Harvard Street	1635 Foxtrail Drive, #111
Fort Collins, CO 80525	Loveland, CO
Phone (970)282-1173 Fax (970)282-1175	Phone (970)282-1173

Consultation Policy

- 1) **Paperwork MUST be entirely filled out before your appointment time with Dr. Galyardt. If paperwork is incomplete when you arrive, your appointment will be rescheduled.**
- 2) Your appointment must be confirmed with **Sarah Zahakis** at 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.

Sarah - sarah.functionalmedicenefc@gmail.com

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. You may or may not be permitted to reschedule depending on the circumstance. Leaving a voicemail is not sufficient. You must speak to Sarah 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.



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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.**
- **Eat!**

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.