



TO THE POINT ACUPUNCTURE

OFFICE AND FINANCIAL POLICY

IN THE WAITING ROOM:

All types of electrical equipment (i.e. cellphones) must be turned off during the treatment and while in the waiting room.

PAYMENT:

Payment is due at the time of service. Although cash or checks are preferred, payments can be made in the office through paypal® which accepts all major credit cards.

This office does accept some health insurances. If your insurance company covers acupuncture and I am not a provider, I will gladly give you a receipt for all of your treatments so you can submit them to your insurance company for reimbursement.

Payment for herbal prescriptions will be dealt with online and will be shipped directly to your house. Please be advised that any returned checks will be charged a \$20. handling fee.

CANCELLATIONS, MISSED APPOINTMENTS, AND LATE POLICY:

Your appointment time is reserved specifically for you. Please give a minimum of 24 hours notice when canceling your appointment. **Patients who miss their appointment or call less than 24 hours prior to their treatment WILL be charged accordingly.** Insurance will not pay for a missed appointment.

A patient more than 20 minutes late may not be seen unless I have been notified of the tardiness ahead of time. Also, the treatment will still end at the regularly scheduled time. For example, if a patient had an appointment from 5-6pm and arrives at 5:15, the treatment will still end at 6pm and the patient will be expected to pay the full cost of the treatment.

REASONS FOR BEING DISMISSED/DENIED TREATMENT:

Patients who show inappropriate conduct, non-or late payment of fees, or safety concerns may be denied treatment.

PLEASE INDICATE YOUR UNDERSTANDING AND ACCEPTANCE OF THESE POLICIES BY SIGNING BELOW.

Signature of patient/guardian: _____

Date: _____

Printed name of patient: _____