

OFFICE AND FINANCIAL POLICY

IN THE WAITING ROOM:

All types of electrical equipment (i.e. cell phones) must be turned off during the treatment and while in the waiting room. Please keep voices to a minimum, as others may be receiving treatments at this time.

PAYMENT:

Payment is due at the time of service. Cash, checks, credit cards, and Health Savings/FSA cards are all acceptable forms of payment.

This office **does not** file insurance forms. If your insurance company covers acupuncture, I will gladly give you a receipt for all of your treatments so you can submit them to your insurance company for reimbursement.

Please be advised that any returned checks will be charged a \$25. 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 the full treatment cost.** 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: _____