



NEW PATIENT INFORMATION

Changes in Appointments:

If we must cancel due to an emergency or inclement weather, we will do our best to inform you in a timely fashion. If possible, please provide us with the different phone numbers you can be reached at and the times you are most likely to be at those numbers.

Scheduling & Cancellations:

We advise you to plan ahead with your scheduling to keep consistency in your treatments. It is easier to cancel an appointment than to try to obtain your desired time slot within a short period of time. We do our best to get you in as soon as possible and keep an updated cancellation list. If you need to cancel an appointment, it is your responsibility to do so 24 hours in advance. If not, **you will be charged the full amount of the missed visit**. Exceptions are made for emergency situations.

Payment & Insurance:

We ask that you make payments at the time of service is rendered. **Cash & check** are acceptable forms payment. Any checks returned will be charged \$20 to your account. Although we do not contract with insurance companies, some insurance's will cover Acupuncture as an out of network benefit. If your insurance covers Acupuncture, we are happy to provide you with a receipt of service to be submitted by you if you choose.

Attire:

Please bring loose comfortable clothing with you for your treatment. If needed, a cover up will be provided, as it is necessary to have access to various parts of the body. Draping is provided to ensure comfort during the treatment.

Late for an Appointment:

If running late for an appointment, no more than 30 minutes, we will do our best to provide a full treatment. You will be charged the full amount. If you arrive more than 30 minutes late, we may be unable to treat you. You will be charged for treatment as a missed appointment.

I have read the above & agree to the policies listed.

Patient' Signature

Date