

## Our Office Policies (Peri Ozker Acupuncture)

We have adopted the following policies and procedures to insure your care is as efficient and effective as possible.

### Appointments

We make every effort to remain on schedule as we highly value the patient and practitioner relationship, including respect for each others time. If you are late, your remaining time allowed may not sufficient for a full treatment, and treatment may be modified to fit within the original schedule. On occasions, there are situations that may arise which cause us to run over. If we are late, it will not effect the time of your treatment. If you have time restraints, please let us know at the beginning of your treatment time.

It is recommended that you wear *loose fitting clothing* to appointments so that you will be comfortable and acupuncture points are accessible during the treatment. You may want to bring a *pair of shorts* with you to change into before the treatment.

**Cancellations, please note:** The courtesy of at least a 24 hour (eg. one full business day) notice of cancellation for any appointment is expected and greatly appreciated. The patient is responsible for payment of a cancellation made without proper notice as above.

### Confidentiality and Medical Records

We value and respect your privacy and medical records. All information gathered within the context of a treatment is held in strict confidence and will NOT be released without your written request. However, if your insurance is covering your care, they have the right to request copies of all records pertaining to your treatment.

### Fees, Payment, and Insurance Billing

Our fees are currently \$ 140 for the initial visit (75 minutes approx); follow-up visits are \$90 (60 minutes approx). Please note there is a separate fee schedule for facial rejuvenation treatments. We may have a limited number of sliding fee appointments available for those patients in need.

Payment is expected at the time of the visit, unless other arrangements have been in advance.

We accept *cash and checks* as methods of payment. We are unable to accept credit cards at this time, although please ask us if this is a concern—we expect to offer credit care services in the future.

Acupuncture may be covered by workman's compensation, auto insurance, and some private insurers, depending upon the injury or diagnosis; it may also be reimbursable by flexible spending plans. We are happy to provide you with documentation for your reimbursement after payment is made in full. We regret we cannot provide direct billing services at this time.

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I have read and agree to the policies outlined above:

Signature of Patient \_\_\_\_\_

Date \_\_\_\_\_