

Appointment Guidelines

This is so both of us have a mutual understanding. Please read. Any questions please feel free to ask. Thank you and I look forward to being of service to you.

During the visit, please silence or turn off cell phones or pagers, your time and my time are very precious.

All phone calls are returned within a 24 hour period. If is an emergency, please make that clear that to me, and if I do not pick up, please call 911.

Appointment cancellations should be made at least 24 hours prior to the appointment. You will be billed \$50 for the time scheduled if you do not appear and did not cancel 24 hours prior. Extenuating circumstances will be taken into consideration. Late appearances beyond 20 minutes are considered no show.

Payment is expected to be in full at time of service. Only cash and check are accepted. I do not bill to insurance. However, you may choose to submit your bill on your own. There is no guarantee of reimbursement. There is a \$25 fee for returned checks.

Your medical records are confidential and require your written authorization before they can be released.

If questions, please call. If they are brief about anything of the ongoing therapy that can be answered in a short period of time, call anytime between 11 am and 7 pm Monday thru Friday. Email anytime, with questions pertaining to you. Anything else, please consider it an office visit.

Please call ahead if you would like to pick up any dispensary items as well as telling me what items they are. It is advised to give me a few days to insure that I have enough of what you need in stock.

Unopened supplements or other products may be returned within 30 days for credit to your account. Any tests, services, or unopened products are non-refundable.

If there is questions about anything, please ask. I want all your questions answered before we can move ahead. I look forward to working with you!

I have read and understood the guidelines.

Signature

Date

Your name