

The Fountain Acupuncture and Herbal Medicine - Financial and Office Policies

Waiting Room

All types of electrical equipment (i.e. cell phones) must be turned off during the treatment and while in the waiting room, except in the case of emergencies. 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, we will gladly give you a Superbill 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 \$30 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, and the patient will be responsible for this cost.

A patient more than 15 minutes late may not be seen unless we have been notified of the tardiness ahead of time. Also, the treatment will still end at the regularly scheduled time.

Denial of 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: _____