

Sample Asian Medicine Office Policies

The purpose of these policies is to assure that your care is as effective and efficient as possible. We have found that patients who adhere to these policies get the best results.

Timeliness

It is important that you are on time for all appointments. A certain amount of time is allotted for each patient visit. If you are late, your remaining time may not be sufficient for your full treatment. We do our best to make accommodations, nevertheless, the full session fee is charged.

During your first visit, you may agree to a course of treatment, designed specifically for you. If a certain number of treatments in a set period is required to get the results we both desire and you need to change the time of an appointment, please plan to come at another time that same day. If the same day is not possible, please be sure to make it up within one week.

We request 24-hour notice for cancellations. If we do not receive this, we will have to charge you \$50 for reserving the space/time for you. (True emergencies are exempted.)

Payment

Payment for all services is due at the time of your visit. Many insurance carriers now cover acupuncture, including Workers' Compensation, auto accident policies, and other private carriers. If you have insurance, you must still pay for your visits. We provide you with a receipt that you can submit to your insurance company for reimbursement. We highly recommend that you call your insurance company to find out if Asian Medicine services are covered and if there are any restrictions, such as needing a prescription from your primary care physician.

We accept MasterCard and Visa.

Patient's Signature

Date