



Policies and Procedures

Appointments and Cancellations

I value your time and schedule appointments to give you an optimal treatment experience. Know that your session time is reserved especially for you. I appreciate your punctual arrival; your appointment time may be shortened if you arrive late. If you find that you can't make your scheduled appointment, please call 24hrs in advance or I reserve the right to charge in full for the time.

Fees and Payments

If prior financial arrangements have not been made, all service fees for Acupuncture, Cupping, Tuina, Guasha and supplies are expected to be paid upon the completion of each office visit. I accept checks and cash.

Returned checks are subject to a \$25.00 service charge.

Insurance

Some insurers cover acupuncture. You can usually find out by calling the number on your insurance card. Upon request, I can provide a receipt that provides the information and codes you need to submit to your insurance company for reimbursement.

Confidentiality and Records

Your patient records and information will be kept confidential and shared only when necessary to provide care and services, or by your authorization, or when required or permitted by law. I will send your records upon your written request and authorization to release records to other doctors as a courtesy to the doctor and you. I will also provide with your written request and authorization your medical information as is pertinent in situations of litigation, personal use and social security. You will be charged copy fees at \$0.50 per page.

Western Doctors and Medications

Today, Acupuncture is highly regarded around the world as an effective complimentary medicine with Western medical strategies. Share with your provider that you are receiving Acupuncture treatments. Talking to your doctor about Acupuncture includes them in this important facet of your complete healthcare plan and goals. Remember to always consult with your doctor when considering a change in your medications..