

## Office Policies

***Cancellations and Rescheduling:***

Appointments are a commitment on both the part of the client and the practitioner. We reserve a specific time in our schedule just for you. It is essential that you provide at least 24 hours notice if you need to reschedule or cancel your appointment. Any appointment cancelled less than 24 hours will be charged a \$65 fee.

For patients arriving more than 15 minutes late the time will be taken out of their treatment session or they may need to schedule. For either option, the patient will be charged the full amount for service.

For patients who do not show up for an appointment without calling to cancel or reschedule, there is an \$85 fee.

***To ensure a peaceful and optimal treatment environment:***

Holistic Traditions Acupuncture and Healing Arts strives to maintain a peaceful atmosphere for our clients, and we ask that while in our office, any cell phones be silenced, and that children not be left unattended. We also ask that clients keep their voices down in our waiting room and hallways to allow other clients to receive maximum relaxation during their treatment.

***Payment:***

Payment in full is expected at time of service. We require a credit card on file to hold and confirm an appointment unless other arrangements are made in advance. Credit cards will not be charged unless you miss an appointment or cancel less than 24-hour prior to the scheduled time. We accept MasterCard, Visa, American Express, personal checks (payable to specific therapist) and cash.

***Insurance:***

We take most insurance after preapproval. If preapproval not obtained by the time of your appointment, payment in full is required.

We appreciate you, our clients, and want to be available to provide our services. We hope you understand the need to reinforce this policy.

Patient (or Guardian if patient is under 18 years of age) Name and Signature:

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Circle card type: Master Card Visa American Express Discover Card Other: \_\_\_\_\_