

TOUCHSTONE ACUPUNCTURE

OFFICE POLICIES

Appointments and Scheduling

Treatments are by appointment only. Emergency appointments are available if there is time in the schedule.

Please be on time for appointments. Unfortunately, because schedules are often tight, your treatment time may be shortened if you arrive late. However, if we are running late, you will always receive a full treatment.

Fees and Billing

The fee for an initial evaluation and acupuncture treatment is \$150 for an approximately 1 and a half hour session.

All subsequent acupuncture treatments are \$100 and typically last from between 40 minutes to 50 minutes.

Rates are subject to change upon notification.

24 HOURS ADVANCE NOTICE IS REQUESTED FOR CANCELLATIONS. PATIENTS WILL BE RESPONSIBLE FOR THE APPOINTMENT FEE FOR ANY MISSED APPOINTMENTS OR NONEMERGENCY LATE CANCELLATIONS.

Payment is expected at the time of visit. Insurance is not accepted unless previously arranged although you may submit claims to your own company for direct reimbursement. You will be provided the appropriate documentation to submit to your carrier.

There will be a \$25 charge for returned checks. We accept MasterCard and Visa cards.

If you have questions or concerns about these policies please ask.

I have read and agree to the above policies.

Signature

Date