

Inner Compass Acupuncture and Integrative Health Policies and Procedures

Please carefully read our policies and procedures below and ask any questions you have, then sign and date.

- We are a time of service provider; payment is due at your scheduled appointment. At this time we are not billing insurance, but we are happy to print a bill for you to submit to your insurance company.
- Fee Schedule:
 - \$115, initial treatment for acupuncture
 - \$75, follow-up treatment for acupuncture
 - \$60, initial herbal consultation
 - \$35, follow-up herbal consultation
 - \$75, initial Eastern nutrition counseling consultation
 - \$40, follow-up Eastern nutrition counseling
 - Discounts for military personnel, elderly and students
- We accept cash, checks, and credit cards. Checks should be made payable to: Inner Compass Acupuncture
- 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. Inner Compass Acupuncture is HIPAA compliant.
- All cancellations must be made no less than 24 hours prior to your appointment time. For late cancellations and no-shows, the patient will be charged \$50. Reminder calls cannot be guaranteed prior to the appointment. Once the appointment is made, it is the patient's responsibility to keep the appointment.
- Please be on time for your appointments. If you find that you cannot be on time, please notify our office. If you are late for your appointment, the acupuncturist may not be able to see you.
- There is a \$35 charge for returned checks.
- Please advise us of any change in your address or phone number(s).
- As a courtesy to others, please turn your cell phone off while at the clinic, unless there is an emergency.
- Acupuncture is a very safe medical procedure and well known for its efficacy and lack of side effects. Occasionally, bruising may occur. Do not be alarmed, but if you have questions or concerns, we encourage you to call the office.
- To benefit most from your treatment:
 - Avoid caffeinated and alcoholic beverages the day of treatment and for at least 24 hours afterwards
 - Similarly avoid strenuous exercise before and after treatments
 - Eat at least a small meal or snack within 3 hours of your appointment
 - Dress in loose fitting, comfortable clothing for easy access to your forearms, and lower legs
 - Please avoid brushing your tongue before your visit
 - Bring a list of all medication and supplements you are currently taking

I have read and understand Inner Compass Acupuncture & Integrative Health's policies and procedures.

Signature: _____ Date: _____