
NOTICE OF CANCELLATION / TARDINESS / FINANCIAL

We are implementing this policy to address last-minute cancellations and no-shows, opening unused appointments for other patients. We absolutely understand and forgive emergencies.

CANCELLATION - Any appointment scheduled on your behalf has been reserved especially for you. This means the appointment time is allotted for you and is not double-booked. Late cancellations or no-shows are difficult to fill without proper notification.

Scheduled appointments need to be canceled or rescheduled at least 24 hours in advance. Without proper notice, a missed scheduled appointment fee of \$99.00 is payable before the next visit. To avoid this fee, contact us via a phone call, leave a voicemail, or send a text message in a timely manner.

TARDINESS - If you are **late** for your scheduled appointment, **your scheduled end appointment time remains**, and the length of your treatment will be impacted. **Full payment is rendered at the time of service.**

INSURANCE - Many medical insurance plans provide coverage for acupuncture services. It is your responsibility to contact your medical provider to verify your coverage. If we are not in-network providers with your insurance plan, we can provide a super bill, upon request, that you may submit to your insurance for possible reimbursement.

Some medical plans may not consider acupuncture services reasonable or necessary; in such cases, you must pay for these services at the time of service. We currently accept United Healthcare, GA Community Care Network for Veterans. Most Health Savings Accounts (HSAs), Health Reimbursement Accounts (HRAs), and Flexible Spending Accounts (FSAs) offer acupuncture benefits. We also accept HSA, HRA, and FSA debit cards for payment.

Your clear understanding of this policy is important to our professional relationship.

Please Print Name

Signature of Client or Parent/Legal Guardian/Legal Responsible Person Description of Relationship to

Client (e.g., Self/Parent/Legal guardian/Legal Responsible Person)

Date