



Cancellation and Rescheduling Policy

As a courtesy, we request a 72-hour notice of cancellation for a patient's first initial visit when unable to keep the appointment. For follow up visits, if you need to cancel or reschedule your appointment, a 24-hour notice of cancellation is required to avoid cancellation charge. Therefore, we can make your time available to another person.

Payment Policy

Payment is expected at the time of your visit. We accept check, cash or electronic payment. There is service fee for ALL cards transactions. We provide a monthly statement that you may use to get reimbursement from your health care flexible spending account (FSA).

Acupuncture is not always covered by the health insurance; please contact your health insurance company to verify your acupuncture treatment benefits. We can provide an itemized receipt if you would like to submit it to your insurance for reimbursement. **Our office DOES NOT bill insurance directly.**

This policy was established for the benefit of both clients and practitioners. We appreciate your cooperation in this matter, and look forward to serving you in the future.

I have read and understood the above information of payment and cancellation policy.

Signature of Patient

Date