

Patient Office Policies

The purpose of these pages is to give you, the patient, a more thorough understanding of our operating procedures so that we may be better able to serve you and so as a patient, you will obtain the best results from our care.

1. First Visit Guidelines

- a. Bring with you all of your forms that you have downloaded and printed from our website or that were emailed to you to fill out. These forms should be filled out completely and legibly and dated with your appointment date. Failure to do this may result in reschedule/cancellation of your appointment.
- b. Make sure that you have had something to eat at least 45 minutes prior to your appointment.
- c. If you are being evaluated for a recent injury or pain syndrome (neck, back, knee, foot), it is recommended you bring with you any recent MRI, CT scan, or X-ray reports
- d. Allow 30 minutes to 1 hour of time for your visit.

2. Clothing

- a. To ensure patient comfort during treatment, either wear or bring with you comfortable or loose fitting (pants that can be moved above the knee or shirt sleeve that can be rolled up) clothing or bring shorts. All undergarments are to be worn and not removed. You will be provided with a gown or sheet for privacy if desired. If you need to change clothing, you may utilize the treatment room or bathroom.

3. Missing, Changing or Broken Appointments

- a. Missed, or broken appointments without prior email or telephone notification 24hrs in advance, will incur a \$25.00 fee payable upon next patient visit. If you are a Groupon patient and you have a missed or broken appointment without prior email or telephone notification in advance, then you will forfeit the remainder of the Groupon visits on your voucher.
- b. We have determined your reappointment visits based on alleviating your condition and restoring you to optimal health. Therefore, it is in your best interest to adhere to your appointment schedule.

4. Notify the Office of Sickness or Illness

- a. Most colds and flus can be easily addressed and treated if done so within the first 24hrs
- b. If you have been prescribed an herbal or homeopathic formula by this office we made need to modify or discontinue the formula so it does not complicate your illness.

5. Your Current Medications

- a. Under Acupuncture licensure we can prescribe Chinese herbals, nutritional supplementation, vitamin B-12 and homeopathic remedies (orally or via Acu-Point or Bio-puncture Vitamin Injection) should your condition warrant these products. Remember your Western medical doctor is the only one that will alter, prescribe, and regulate any medicines that you have been placed on under his or her supervision. If you decide that you want to alter your Western medication regime in any way, you must consult your Western doctor before doing so.