Rita Panahi, L.Ac.

OFFICE POLICY
(*PLEASE READ* AND SIGN BELOW)

It is the policy of this office that payment is due and payable at the time services are rendered.

CANCELATION – 24-hours minimum

ANY CANCELATIONS MADE LESS THAN 24-HOURS WILL BE YOUR RESPONSIBILITY AND BILLED AS A REGULAR SESSION TO YOU

When you make an appointment, we reserve that time for your visit. In order to be respectful to the office and other patients who may need that time slot, please be courteous and inform our office promptly 24-hours in advance, if you are unable to keep your appointment, so that this time can be reallocated to someone else in need.

Appointments are in high demand, and your early cancellation will give another person the possibility to be treated.

Monday appointments must be canceled on Saturday.

INSURANCE

All professional **services are charged directly to the patient** and the patient is solely responsible for the payment of that service.
We can, upon request, provide you with a statement, a Superbill, which you attach to your insurance form and mail to your insurance company. This statement has all the necessary information for your insurance company.

We do not render our services on the basis that the insurance company will pay any or all of our fees. Most insurance companies have limitations, some pay a set amount, some pay a percentage, and some pay nothing at all.

By signing below, you agree that you have read and understood the above stated policies and agree that you are responsible for all charges incurred at the time the services are rendered. Thank you.

_____ _____

Date **Print Name Signature**