



acupuncturekitchen

## Acupuncture Kitchen Practice Policies

**Fees:** Payment for services is collected at the time services are rendered, unless other arrangements are made in advance.

\* Ask us about packages plans that reduce the cost for a series.

**Insurance:** We can issue you a Superbill, which makes it very easy for you to submit your claim to your insurance company for direct reimbursement. If you have coverage under your insurance policy, please give us your insurance information so that we can enter it into your account in order to provide you with an official Superbill outlining your reimbursable services. Most insurance companies will process your claim and issue your reimbursement check within 30 days.

Since policies vary, we cannot guarantee that any services will be covered, but we will do our best to support you in getting reimbursement.

**Missed appointments and cancellations:** Your appointment time is reserved for you alone. With 24 hours or more notification, there will be no charge for a cancelled appointment. With less than 24 hours notice, we will charge you for the appointment time.

Thank you for signing below to indicate that you have read, understand and agree to the above policies:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature