

# Office Policies

- Confirmation of appointment will be sent by email one or two days before your appointment. No need to respond to this email unless you have a change to report. This is just a courtesy. Please be a good steward of your calendar.
- A 24-hour notice is required to cancel an appointment. Services cancelled in less than 24 hours are subject to an \$85 fee for pre-paid treatments.
- Kindly turn off your cell phone.
- Functional Medicine is not covered by insurance.
- If you are on disability and need forms filled out there is an \$85 charge each time the forms need to be updated on paper or online. It will be your responsibility to monitor the status of your claim.
- If you are ten minutes or more late for your appointment you will need to reschedule

Please sign to indicate your agreement with our policies.

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Signature

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Date

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Print Name

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