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For Patient: Please keep a copy for your records.

OFFICE POLICY

1. Cancellations must be made at least 24 hours in advance or the full fee will be charged.
2. Arrival to the office more than 10 minutes after the scheduled appointment time may result in less than the full consultation and/or acupuncture treatment.
3. Herbs and supplements you have been prescribed may not always be in stock. Please call at least one week before you will run out so that we have time to order them if necessary.
4. Please remember to turn off your cell phone while in the office. If you must make a brief call, please step outside the office and into the hallway.
5. While in the waiting room please keep in mind that loud voices and strong odors from food or perfume can be disruptive to those receiving treatment.

Thank you for your cooperation.

Please sign below as acknowledgement that you have read and understood the policies stated above.

Name _____ Date _____