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OFFICE & FINANCIAL POLICY

In this office, we have a commitment to your health and well-being. Because of this commitment, we are a low volume practice. We like to spend the time with you that we feel you need. Usually, the minimum time spent per visit is about 20 minutes. It is our policy to explain all procedures and fees. It is our intention that you are fully educated every step of the way.

Our fees are as follows:	Initial Visit:	\$185.00	Chiropractic Adjustment Only:	\$55
	NAET Allergy Visit:	\$70.00	Far-Infrared Sauna:	\$25 or 5/\$100
	JMT Arthritis Visit:	\$70.00		
	Chiropractic Visit:	\$95.00	Chiro + NAET/JMT	\$165
	*(Full Service)		*(Full Service)	
	Acupuncture only:	\$65	Massage:	\$70/one hour \$100/ 1 ½ hour
	Cupping only:	\$65	School Physicals	\$30

*Full Service chiropractic visit includes the use of other modalities that are determined at the time of the appointment that the doctor believes would be beneficial for you during that visit. The modalities that could be used include adjustment, laser, soft tissue work, acupuncture, use of essential oils, electrical stimulation and/or use of the Biomat.

TRANSFER & CANCELLATION POLICY:

If you cannot keep an appointment, we ask that you call our office and notify us as soon as possible. This courtesy on your part makes it possible to give an appointment to another patient who desires to see the doctor. There is no charge to our patients because of the need to transfer or cancel an appointment as long as it is done at least 24 hours prior to the scheduled appointment time. We do ask, however, that you adhere to your scheduled appointments as closely as possible in order to accomplish the desired results in your case. **Failure to transfer or cancel your appointment prior to 24 hours will result in an office visit charge.**

APPOINTMENT SCHEDULING:

Our office works by scheduled appointment times. Chiropractic appointments require at least a thirty (30) minute increment and NAET allergy and JMT osteoarthritis appointments require at least a twenty (20) minute increment. If you arrive late to an appointment we cannot guarantee that you will be able to be treated that day. We try to honor your appointment time, for we firmly believe in the value of your time. We are committed to avoiding long wait periods in our office. Please try to understand though that if you are late to your appointment then our schedule will run late from that point forward. In addition, because of the nature of our work, emergencies occasionally cause unforeseen delays.

HIPAA POLICY:

At The Center for Natural Health, LLC we are committed to treating and using protected health information about you responsibly. The Notice of Privacy Practices describes the personal information we collect, and how we use or disclose that information. It also describes your rights as they relate to your protected health information. This Notice is effective February 18, 2013, and applied to all protected health information as defined by federal regulators. Should you have any questions or require additional information, you may contact the Privacy Officer, Dr. Amy Wicks at 636-724-5757.

PAYMENT POLICY:

Our office accepts cash, checks, Mastercard, Visa, and Discover. Flex spending cards are accepted as well. **Payment is due at the time services are rendered.**

Please keep in mind that your insurance is a contract between you and your insurance company. Since payment is paid in full at the time services are rendered by the patient, your insurance company will reimburse you directly for the covered services according to your plan. If your insurance has appropriate coverage for chiropractic and/or acupuncture for out of network, please provide our office with a copy of your insurance card and if you have Medicare, please provide your copy of your secondary insurance card as well at your first visit. We will give you a claim form to submit to your insurance company.

UNCOLLECTED ACCOUNTS:

We will bill the patient at the end of every month for three (3) months. If it becomes necessary to turn your account over to a collection agency, then a collection fee of 33 1/3% of the unpaid balance will be added to the account at that time. If legal action must be taken against you, then the fee for court charges and summons will also be added to your balance at that time. Before an account is turned over, the patient will be given an ample opportunity to pay the account in full. If a balance remains unpaid after 90 days, a 3% interest fee will be added to the balance per quarter, until paid.

SPECIAL ARRANGEMENTS:

We have never denied anyone the benefits of chiropractic care because of their inability to pay our published fees. If financial hardship requires an Individual Consideration Contract, a payment arrangement will need to be discussed before treatment commences.

QUESTIONS:

Please ask if you have any questions about this agreement or if your ability to comply with their provisions change.

Thank you for understanding our office and financial policies. Please let us know if you have any questions or concerns.

PATIENT AGREEMENT:

I have read, understood, and agreed to these Office and Financial Policies and have been provided a copy of the Notice of Privacy Practices.

Print Patient Name

Patient/Responsible Party Signature Date

Office Representative Date

WELCOME TO OUR OFFICE!