

*Emerge Acupuncture and Medical Aesthetics
305C South Main Street
Providence, RI 02903*

Office Policies and Procedures

1. Payment for initial visits must be received by cash or check before the treatment begins. There will be a \$25.00 service fee for returned checks.
2. At the present time, insurance is not accepted as payment. However, a detailed receipt can be provided for you to submit to your insurance company.
3. We will be happy to reschedule a visit with at least 24 hours notice. Missed appointments or appointments cancelled less than 24 hours in advance will be billed for the full treatment fee.
4. Patients must agree to furnish a complete and accurate medical history, and to notify the practitioner of any change in health status, such as new medications or pregnancy. The acupuncturist will be happy to correspond with the patient's Medical Doctor but only upon request.
5. Patients will not be treated if under the influence of alcohol or non-prescribed drugs.
6. Once needles are inserted, patients must agree not to move from the position they are placed in. Patients must agree not to touch or interfere with the needles or other equipment being used.
7. We request that patients arrive promptly and ready for treatment. On occasion, patients may need to undress (except for underwear), and a hospital gown will be provided. Skin should be *clean and free of any fragrance*.
8. Patients may be discharged immediately from the practice if they are unable to comply with any of the above policies mentioned. Patients may be discharged from the practice for any cause with a two week notification. If possible, appropriate referrals will be made in this case.
9. Patients will be treated with respect and consideration at all times. They will be expected to afford the same consideration to the practitioner and fellow patients.

I, _____, have read and understand the above policies and agree to abide by them.

Patient's Signature

Date