

## New Patient Information

Welcome to Two Pines Acupuncture & Integrative Medicine (TPAIM). Treatments are available from licensed acupuncturists in our clinic. Please initial next to each paragraph and sign below.

\_\_\_\_ **Cancellation Policy** – Treatments are by appointment only. If you need to cancel an appointment, please call or email TPAIM as soon as you are aware of the cancellation. We reserve the right to charge a \$25.00 fee for an appointment cancelled with less than 24-hour notice (late cancels) or for a “no-show” appointment. If more than 3 appointments are cancelled with less than 24-hour notice or “no-shows” that patient will be charged the full cost of the appointment. In the event of inclement weather or other severe circumstances, TPAIM will make every attempt to contact the patients. There will be no cancellation fee charged for inclement weather.

\_\_\_\_ **Payment for Clinic Services Rendered** – Payment is due at the time of service and may be paid by check, exact cash or with a credit card. TPAIM is not a Medicare/Medicaid provider. TPAIM is not set up through any insurance carriers, but is happy to provide a superbill so you may file with your insurance carrier.

\_\_\_\_ **Herbal Refills** – Please call more than 24 hours before you wish to pick up an herbal refill from TPAIM to allow time to process the request. Herbal formulas will not be prepared until you arrive unless they are guaranteed with valid credit card payment. If an herbal formula requires herbs which are not carried by TPAIM, the patient has the option requesting a drop shipment from a reputable source (via TPAIM).

\_\_\_\_\_ **I DO** or \_\_\_\_\_ **I DO NOT** give my consent for Two Pines Acupuncture & Integrative Medicine to use photographs and/or videos for marketing or educational purposes. These will be identified by initials only if necessary.

Patient Signature Required: \_\_\_\_\_

Date: \_\_\_\_\_