

Merrimack Valley Acupuncture

www.merrimackvalleyacupuncture.com
603-489-1000

20 Mary E. Clark Drive, Unit 6B
Hampstead, NH 03841

Policies & Fees

NOTE: **Please read, sign and date this form.** We require your signature on this form prior to treatment. Thank you.

New Patient Initial visit

Preparing for your visit:

- It is beneficial to eat 1-2 hours before treatment. **We cannot treat you on an empty stomach or under the influence of drugs or alcohol.**
- Wear loose fitting clothing, as we may have to needle around elbows and knees.
- We need you to complete a Health History Questionnaire before your intake and treatment. You may *either*:
 - Arrive 20 minutes before your first scheduled appointment to fill out a Health History Questionnaire, so that we can spend more time on the intake and treatment. *OR*
 - Download this form, complete it in advance, and bring it with you. In this case, please arrive 5 minutes ahead of your appointment with this Policies and Fees form and your Health History Questionnaire completed.
- The tongue coating is one element of diagnosis in traditional Chinese medicine, so it is asked that you avoid brushing your tongue if possible on the day of your appointment - preferably for a couple of days prior.
- It is beneficial to provide a list of all medication you are currently on, and why you are taking it, as well as any vitamins, herbs, or other alternative medicine that you are using.
- If possible, bring in any doctor's reports and lab results pertaining to your health condition.

The initial visit:

New patient consultation takes about 1-1.5 hour and includes a thorough review of your health and medical history, and in-depth patient intake, pulse and tongue examination, palpation of abdomen according to Chinese Medical diagnosis, treatment strategy, and an acupuncture treatment. Needles are retained during the acupuncture treatment to address your condition.

Subsequent visits

After your first visit, follow-up treatments are 45 minutes to 1 hour. The appointment consists of a check in, brief overview of progress, and an acupuncture treatment.

Fees:	Initial Visit	Follow-Up Visits
	General Public	\$100
Senior citizens (65+), U.S. military & veterans, college students with valid ID	\$75	\$50

Please note: the costs shown do not include the costs of any recommended supplements or herbs.

Payment Types: Your payment is due the time of service in form of cash or personal check. We do not accept credit cards or debit cards.

To better serve you and to keep a smooth flow in the practice, it is beneficial to have your check made out to "Merrimack Valley Acupuncture" and book any follow-up appointments before treatment.

In the event of a bank returned check, we are sorry to inform you that you will have to cover the check and the bank returned check fee or \$30 (whichever is greater), which is due and payable immediately.

Insurance

Acupuncture may be covered by your insurance. We suggest that you call your insurance company and confirm all the details of your coverage prior to booking your first appointment. Although we do not take insurance, we will gladly provide you with a summary for you to submit to your carrier.

Cancellation Policy

Please notify us immediately if you are unable to keep an appointment. When we make an appointment that time is reserved for you. When you provide less than 24 hours notice of cancellation, we are unable to offer your time to another patient who may be waiting for an appointment.

- **Patients who do not provide us at least 24 hours notice of a cancellation will be billed for the full cost of your missed appointment.** This payment must be made no later than the time of the next appointment.
- Late cancellations due to bad weather or emergency are understandable, in those cases the cancellation fee will be waived.

Late Policy

In order to provide the best care possible to each of our patients, we ask that you arrive on time for your appointment. If you are less than 30 minutes late, you will be seen but you will receive a shortened treatment (within the time period of your scheduled appointment). Due to the nature of acupuncture treatments, we will be unable to treat you if you are 30 minutes (or more) late for your appointment; in this case, you will be billed as an described above ('Cancellation Policy').

Office Closure Due to Bad Weather

In the event of a winter storm or other weather emergency, please call and listen to our outgoing message to find out if the office will be open. If we have to close the office or cancel your appointment due to bad weather, we will call you as soon as possible to reschedule your appointment.

Gift Certificates

Gift certificates may only be redeemed for services provided by Merrimack Valley Acupuncture. **Cash refunds will not be given for any gift certificate.**

I have carefully read, understand, and agree to the above policies and fees.

PATIENT NAME (please print):		DATE:
Signature of Patient or Authorized Representative:	Relationship to the patient:	

NOTE: By signing this form I give permission to Merrimack Valley Acupuncture to send newsletters, information on up-coming classes, and cards to the mailing address and/or email address on my health history questionnaire. I understand that I can remove myself at anytime from the mailing list and that Merrimack Valley Acupuncture will keep my information confidential. Please be assured we never share our mailing list. Please check here, if you do not wish to be contacted.