

NEW PATIENT INFORMATION

Welcome to the Center for Complementary Medicine Inc. Please fill out the medical history form as completely as possible. The information you provide is necessary to get started on the road to great health. If you have any questions, please make a list and bring them with you to your first appointment.

Appointments

We encourage you to schedule appointments in advance to ensure you receive and retain the time slot you most desire. If you have scheduled appointments in advance, and wish to make changes, it is your responsibility to cancel existing appointments. If you are unsure of your appointment, please call the office. If when calling you receive voice mail, kindly leave a message including your telephone number and the office staff will return your call promptly.

At times the Center may have abbreviated hours or may be closed for holiday observation. You will be informed of such changes in advance. In the case of inclement weather, office staff will contact you to inform you of such a closing and to reschedule your appointment. We will leave an outgoing message on our voice mail to let you know of any unusual closings, so please give the office a call to be sure.

Parking

It is always a good idea to allow extra time for traveling, as parking can be unpredictable. Ample metered parking and municipal lots are available in close proximity to the Center.

Cancellation Policy

Our Center requires a minimum of 24 hours notice to cancel an appointment. If you have missed or rescheduled an appointment with less than 24 hours notice, you will be responsible for the full charge of the office visit. We understand that occasionally unforeseeable circumstances arise that prevent you from being on time for your scheduled appointment. We unfortunately have time constraints that do not allow for patients being more than 15 minutes late. If you find that you are running late, please give the office a call to avoid making an unnecessary trip. We will make every effort to accommodate your circumstances, if possible.

Payment and Insurance

The Center is set up for direct pay only. It is asked that you pay at the time of your visit. Check and cash are acceptable forms of payment. We do not bill insurance companies. We will be happy to provide you with the documentation you may need to submit for reimbursement. If a check is returned, a fee of 25.00 will be applied to your account. Your account balance, including all additional charges must be current before treatment will resume.

Needles

This office uses sterile, disposable needles.

Personal Property

Please keep your valuables with you while visiting the Center. The Center for Complementary Medicine Inc and your practitioner are not responsible for your personal property while on the premises.

Attire

Loose, comfortable clothing is best, as acupuncture therapy involves palpation and treatment of various parts of the body. Draping will be provided to ensure modesty. Please refrain from wearing excessive jewelry, as some metals may interfere with the efficacy of the therapy. In consideration of our environmentally sensitive patients, we ask that you refrain from wearing perfume, strongly scented oils or lotions on the days you visit the Center.

For your safety and comfort, we kindly ask that you turn off cell phones and pagers while at the Center.