

Nutrition Counseling Services Policies and Procedures

(Please initial each section after review)

Missed Appointment Policy

_____ Nutrition Counseling Services does not get paid for missed appointments. Please make every effort to notify Nutrition Counseling Services as soon as possible if you are unable to keep your appointment. Nutrition Counseling Services has the right to cancel services for more than two missed appointments.

Late Appointment Policy

_____ As a courtesy to our patients with scheduled appointments, all patients who are late to their appointments will forfeit any time missed.

Payment Policy

_____ **Private Pay Clients:** Payments are due at the time of service. You are responsible for any charges (i.e. deductibles, copayments, or coinsurance) that are not covered by your insurance company. If the bill is not paid in full by your insurance company, you will receive a bill in the mail. If payment has not been received within 90 days, you will receive notification and your account may be turned over to a collections agency and/or legal action may be taken.

_____ **Third Party Reimbursement with Insurance and/or Medicare:** Based upon the information which you provide, Nutrition Counseling Services will make every effort to verify services covered prior to your visit. If there are changes in your insurance coverage, please notify Nutrition Counseling Services as soon as possible. Nutrition Counseling Services will bill the third party directly. You are responsible for any charges which the third party provider does not cover or denies. If this should occur, payments are due at the time of service.

Payment Methods

_____ Nutrition Counseling Services will accept cash, checks, and credit cards. Checks are to be made payable to *Carol W. Johnson*. There is a \$25 return check fee on all returned checks.

Patient's Responsibilities

_____ Nutrition Counseling Services will routinely provide summaries of nutrition care plans to the patient's healthcare provider if a release to change medical information has been signed. However, it is the patient's responsibility to communicate questions and concerns about any and all nutrition and exercise recommendations with their healthcare provider and Nutrition Counseling Services.

_____ It is the responsibility of the patient to read all instructions on all supplements, read all ingredients in all supplements, and contact their healthcare provider in reference to any questions regarding medications or health concerns prior to taking any supplements.

I have read and agree to the above policies and procedures.

Signature of Patient

Date

Revised 9/21/16