



Business Policy

Financial

Credit card information will be taken to secure a new patient appointment. No shows will be billed the full cost of the appointment. Failure to cancel or reschedule a New Patient Visit within 24 hours of the scheduled visit time, will incur a \$150 fee.

Payment is due at time of service. This applies to fees for the office visit, laboratory testing, and any products purchased. Payment can be made by cash, check, or credit card (including flexible spending or health savings accounts in the form of a major credit card such as VISA, Mastercard or Discover).

Returned checks will result in a fee of \$25.00 per check.

Accounts will be considered delinquent after 90 days of non-payment, at that time the account will accumulate a fee of \$25/month until the account is settled or turned over to collections. A statement will be sent by certified mail once the account is delinquent. Any accounts that need to be sent to collections will be assessed an additional \$100.00.

Patient Accountability

New Patients who no-show, cancel or reschedule with <24 hours' notice, are allowed to schedule another New Patient appointment once. If there is failure to arrive for the 2nd appointment, no further appointments will be made. If an established patient fails to arrive for three appointments without notification, they may be dismissed from the practice or special arrangements will be made for a non-refundable pre-payment at time of scheduling.

Mankato Integrative Medicine, LLC will treat all guests with respect, honesty and dignity. The same is expected of our clients. If at any time this code is broken, Mankato Integrative Medicine, LLC reserves the right to discharge any patient who is disrespectful, abusive, or threatening.

An amount of time is set aside for your appointment depending on the service requested. If you arrive late to an appointment, the minutes missed will be considered part of your visit; the visit will be done at the scheduled time so that the next client's visit is not delayed. If you are >15 minutes late to an appointment, you will need to be re-scheduled.

If the delay due to the tardiness of the provider, your entire appointment time will be honored. We will do our best to keep the schedule on time, however, extenuating circumstances do arise in the health care setting.

Medicare

Mankato Integrative Medicine, LLC does not provide Medicare services. Services received from Mankato Integrative Medicine, LLC are not allowed by Medicare and will not be reimbursed by Medicare. Please do not independently submit claims to Medicare. Medicare requires that any private pay medical practice has a separate contract with Medicare clients. By signing this form, you agree to enter into a private contract with Mankato Integrative Medicine and understand that you will not have Medicare benefits for services rendered by Mankato Integrative Medicine, LLC and its providers.

Liability, Personal Injury & Worker's Compensation

Mankato Integrative Medicine, LLC will not become involved in disputes arising from liability, personal injury, or workers' compensation and does not process claims to insurance, including but not limited to motor vehicle insurance or workers' compensation. All treatment provided is paid in full the day of service.

I have read and understand the above Business Practice policy.

Signature _____ Date _____