

# Clove Tree Community Acupuncture Policy Agreements

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## PRIVACY POLICY

Clove Tree Community Acupuncture is committed to protecting the on confidentiality of your health information.

If you wish to see a copy of our privacy policy, please let us know.

## FINANCIAL POLICY

### Community Fee Structure

There is a one-time \$15 paperwork fee with the first appointment.

We schedule new patients in two consecutive time slots to allow for the extra time required for intake and diagnosis. The paperwork fee covers this additional time.

Acupuncture appointments are on a sliding scale of \$20- \$50 per treatment.

Pay what you can afford, no questions asked.

In respect for our intention to offer high quality health care at affordable prices, we ask for 24 hours notice if you need to cancel or reschedule an appointment. **All appointments that are cancelled or rescheduled with less than 24 hours notice will be charged \$15 for that appointment.**

Payment is expected at the time of treatment. We accept cash and checks. We cannot accept payments for treatments ahead of your date of visit. There is a \$20 fee for bounced checks.

I agree to the above policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date