

Eric M. Baron, M.S., L.Ac., Dipl.Ac.

Office Policies

The following policies and procedures are in place to insure that your care is as efficient and effective as possible

APPOINTMENTS:

We make every effort to remain on schedule. We believe that respect between patient and practitioner includes respect for each other's time. If you are late, your remaining time may not be sufficient for a full treatment, so treatment will be tailored to fit within the time available or you have the option to reschedule. Occasionally, there are situations that arise that cause us to run over. If we are late, it will not affect the time of your treatment. If you have time constraints, please let us know.

The courtesy of a 24-hour notice of cancellation for any appointment is expected and appreciated. The patient is responsible for payment of a non-emergency cancellation made without 24-hour notice.

CONFIDENTIALITY:

All information gathered within the context of treatment is held in strict confidence and will NOT be released without your written consent. However, if your insurance is covering your treatments, they have the right to request copies of all records pertaining to your treatment.

PAYMENT:

Payment is expected at the time of the visit unless other arrangements have been made in advance. We accept cash and checks.

I have read and agree to the policies outlined above.

Signature of the Patient: **X** _____ Date: _____