

OFFICE POLICIES ACKNOWLEDGMENT FORM



Welcome! We wanted to provide this concise list of important policies concerning your healthcare at Watershed Wellness. Please read each item and initial, then sign the document at the bottom.

If you have any questions about this or any other form, please feel free to ask in person, by phone or by email. We encourage your questions and participation in all aspects of your health care.

Office hours & Appointments:

Watershed Wellness is open Monday through Saturday, by appointment. Scheduling is done online or in person using the online service known as Schedulicity. Limited same-day appointments are available on days where staffing is adequate – you may call the main clinic line M-F to inquire about availability. Initials_____

Payment for all services and pharmacy items is due at the time of the visit, unless a previous arrangement has been reached with your practitioner. Initials_____

Patients using insurance to pay for their appointments must pay any required co-pay at the time of the appointment. Co-insurance and other required payments will be billed once insurance is fully processed. Pharmacy items in natural medicine are normally not covered by insurance and so must be paid for out-of-pocket at the time of service. If you have any questions about your specific situation, please ask your practitioner. Initials_____

You will be charged a Missed Appointment fee of \$25.00 for any missed appointments or late cancellations (less than 24 hours notice). Initials_____

I give permission for the staff at Watershed Wellness to contact me via telephone email and leave a message that may contain appointment or medical information if I am not available. Initials_____

Full name

Signature

Date