



Welcome to Well Balanced Woman.

Open communication and regular assessment are the means to an effective healthcare partnership, ensuring that you receive the best of care. Our list of practice policies and procedures follows.

EMERGENCY AND NON-EMERGENCY CALLS

If you have a medical emergency please dial 911 or go to your nearest hospital emergency room. When calling **Well Balanced Woman**, please notify us if your call is urgent and we will respond as soon as possible. We return routine phone calls to schedule appointments, answer brief questions, etc., within the same business day. You will be notified in case of extended absence.

E-MAIL COMMUNICATION

Well Balanced Woman does not provide e-mail consultation. However, we may use your e-mail address to send appointment reminders, brief messages, newsletters and updates regarding our services and products. You may choose to opt out of this service if you wish.

FEES

Well Balanced Woman's fees are in line with professional standards. We encourage you to call to ask questions and discuss your particular needs. After your first evaluation and treatment we will discuss how best to proceed with your care based on your budget and recommended treatment plan.

Payment In Full Is Required At The Time Of Each Visit.

PAYMENT OPTIONS

We accept: cash, Visa and Master Card.

HEALTH INSURANCE

Well Balanced Woman does not accept insurance. However, we will be happy to fill out your insurance form and provide you with an itemized statement including insurance codes so that you may request reimbursement from your health insurance provider.

MEDICAL DIAGNOSES

If you are seeking treatment for a particular condition that has been diagnosed by a medical



doctor, please bring documentation from your physician explaining your current condition and diagnosis.

CONFIRMATION CALLS

As a courtesy to our patients, we try to confirm your appointments one business day in advance. However, if we are unable to reach you, please understand that it is your responsibility to remember.

CANCELLATION POLICY

Your treatment appointments are reserved especially for you. **Well Balanced Woman** requires a minimum of 24 hours notice in case of cancellation. We reserve the right to charge the full visit fee for cancellations and no-show appointments with less than 24 hours notice. If you are more than 15 minutes late for your appointment, it may have to be rescheduled.

CHILDREN AND PET POLICY

In our efforts to offer a relaxing and professional atmosphere where you can focus on your treatment, we ask that you refrain from bringing your guests, children and pets to the office.

GIFT CERTIFICATE POLICY

Well Balanced Woman offers Gift Certificates for our services and products. Gift Certificates cannot be returned or refunded for cash. If you are unable to use your Gift Certificate, it is transferable to your family and friends or redeemable for products.

REFERRALS

Well Balanced Woman will provide referrals to medical specialists and/or therapists if needed.