

Jaesun Yoo Acupuncture P.C.

Office Policies & Procedures

Welcome to our Practice! The following information explains our policies and procedures. Please read it carefully, sign the bottom of page.

OFFICE HOURS:

Monday	4:00 p.m. - 7:00 p.m.
Tuesday & Thursday	9:00 a.m. – 7:00 p.m.
Wednesday	10:00 a.m. – 12:30 p.m.
Friday & Saturday	9:00 a.m.– 2:00 p.m.

FEE SCHEDULE:

Initial Consultation, Initial & Treatment	\$200
Standard office visit (45-60 minutes) - Acupuncture with consultation	\$100
Extended office visit (75-90 minutes) - Acupuncture with adjunct therapy	\$150

CANCELLATION POLICY:

The office has a 24 hour cancellation policy. If you need to cancel or reschedule, kindly contact us at least 24 hours prior to your appointment. If you are unable to cancel within 24 hours, you will be held responsible for payment. We reserve the right to charge your credit card on the date of your missed appointment or you may contact us to make payment arrangements. Conversely, if one of our practitioners has an emergency and cannot give you a 24 hour notice, there will be no charge for your next appointment.

LATE POLICY:

It is our priority to spend quality time with each patient. We cannot accommodate a patient who is more than 20 minutes late, as this will affect other patients. If you are late, we may not be able to see you, and you will be responsible for payment in full.

ACCEPTABLE METHODS OF PAYMENT/INSURANCE:

Fees for office visits and supplements are due and payable in full at the time of your office visit. We accept credit cards (Visa/MC), checks and cash. There will be a \$20 fee for all returned checks.

In signing this agreement, you agree to honor the above policies.

Signature: _____

Print Name: _____

Jaesun Yoo Acupuncture P.C.
Informed consent of treatments & Client responsibility

ACUPUNCTURE

I authorize my practitioner to administer the insertion of various styles and sizes of acupuncture needles into my body at various depths and locations. In addition, acupuncture can involve the process of

- 1) Moxibustion, a treatment that consists of the use of indirect and direct heat supplied by the burning of herb *Artemisia Vulgaris* or traditional heat lamps. This process may involve some slight discomfort and leave a temporary redness.
- 2) Electrical stimulation of the needles may be used, which will result in vibrating sensation.

CUPPING

Cupping may be used to promote the circulation of energy through the body. Cups may produce a red/purple color on the cupped area that may remain for 1-5 days.

HERBAL MEDICINE

Herbal therapy may be prescribed when appropriate for my condition. The formats for administration vary in cost, convenience and availability, and are agreed upon by my practitioner and me. I agree to stop taking herbs and notify my practitioner immediately if I experience any adverse reactions including but not limited to headaches, diarrhea, nausea or vomiting.

THERAPEUTIC MASSAGE (INCLUDING TUINA, ACUPRESSURE)

I authorize my practitioner to deeply massage and knead the points of my body along the Qi meridian, which can sometimes result in soreness and may cause temporary redness.

I understand that Chinese medicine therapies offered at Jaesun Yoo Acupuncture P.C. is meant as complementary treatment to Western Medicine. I will consult the appropriate physicians if further treatments are necessary and authorize Jaesun Yoo Acupuncture personnel to consult with my physicians if necessary.

Signature: _____

Print Name: _____ Date: _____