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### OFFICE POLICIES

Welcome to Creative Nutrition. This information will help you become familiar with the way the company works and set the stage for a good working relationship.

**FEES & PAYMENT** - It is customary that each visit is paid in full on the day of the visit, unless otherwise arranged. Cash, checks (payable to Creative Nutrition) and credit cards are all acceptable forms of payment.

**INSURANCE COVERAGE** - Each individual can request a superbill to submit to their insurance carrier, complete with ICD10 diagnosis codes and CPT codes. If insurance is used it may be necessary for me to release information to the insurance companies or employers for the purpose of verifying insurance coverage or processing claims.

**CANCELLATIONS** - There is a 24-hour cancellation policy and failure to give notification will result in being charged for the missed session. Voicemail, text or email are all acceptable means of notification.

**SUPPLEMENTATION** - It is recommended that vitamin, mineral or herbal supplements all be approved by a physician before consumption. If a person is taking other medication, some supplements may contra-indicate the drug and have ill effects.

I have read and understand the conditions stated above.

Client's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_