Middleway Medicine

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OFFICE PROCEDURES

Payment of Services:

Payment is due at the time of service unless arrangements are made in advance. Payments can be made with cash, personal check, or credit card.

We have found this policy to be most effective for both patients and providers. Outstanding balances can affect the patient/practitioner relationship and can affect the progress of treatments.

Appointment Scheduling:

Each appointment will involve a detailed intake process, which includes an interview, tongue and pulse observation, and a treatment. It is very important to have the time to perform each of these steps thoroughly in order to achieve the best results. It is therefore necessary to arrive for your appointment on time. If you arrive late, we will only be able to offer a shortened treatment, as we have other patients scheduled throughout the day.

Appointment Changes:

We require a minimum of 24 hours advance notice in order to reschedule an appointment. Failure to do so is considered to be a missed appointment. If a patient misses an appointment without giving the required 24 hours notice, they will be charged half of the total return visit fee.

I have read, understand, and agree to the above statements:

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Signature (Patient/Parent/Guardian) Date

Release of Information:

I consent for my practitioner to consult with other practitioners in Middleway Medicine regarding my diagnosis and treatment program.

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Signature (Patient/Parent/Guardian) Date

Financial Responsibility:

I agree to be financially responsible for all charges incurred at this office, including my insurance deductible, co-payment and any services rejected by my insurance company.

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Signature (Patient/Parent/Guardian) Date