

OPERATING POLICIES

This is to inform my patients of the operating policies of my office:

FEES:

The fees for the complete initial consultation, examination and evaluation may vary depending upon the circumstances. Typically the initial fee is \$350.00, but may be higher if additional diagnostic and/or lab tests are needed. After that, I charge \$35 for each unit of treatment (which is equal to 5 minutes). Patients can schedule as many treatment units as are needed, according to their situations. Treatment can be concentrated or spread out over a longer time period, depending on the particular patient's needs and budget (see New Patient Info, page 4).

Here is a table showing the charges for appointments of various lengths:

5 min. (1 unit)=	\$35
10 min. (2 units)=	\$70
15 min. (3 units)=	\$105
20 min. (4 units)=	\$140...and so on.

Please remember that all scheduled appointments will begin on time. Also, any changes in appointments must be made at least 24 hours in advance of your scheduled time to avoid being charged in full.

If for any reason you have a balance greater than \$50, no further services or supplements will be delivered until your account is paid in full.

If a patient misses their scheduled new patient exam and they have not yet paid for their exam, they will need to pay in advance (by credit card over phone, check by mail, or dropped off at office) before another appointment will be scheduled.

INSURANCE:

If there is ANY possibility that your insurance company will cover your treatments here be sure to check off the "YES" on your "Application for Treatment form". That will alert Dr. Player and the staff to process your receipts accordingly. If this is not done initially, and you later request insurance-ready receipts for past visits there will be a substantial charge for the doctor's time needed to do this after the fact.

FRAGRANCES:

Due to the sensitivity of some of our patients, we ask that you wear no fragrances, such as aftershave, cologne, hairspray, etc. on the day of your appointment.

EMERGENCY SERVICES:

Our office does not provide emergency services. If a patient is having difficulty, we will do everything possible to get them in as soon as possible.

These policies and your understanding of them allows my office to operate more efficiently. Thanks for your help in applying them.

Dr. Susan D. Player, D.C.

I understand and agree to abide by the above policies:

Patient's Name

Date