



PRACTICE POLICIES

In order to meet your needs and provide you the best possible care, we ask you to honor the following guidelines:

1. Please respect your Nutritionist's time. Please address all urgent questions at the start of your visit. Please have payment ready at the start of your visit.
2. Payment is required at time of service. We accept cash, check, credit cards, and flexible spending debit cards.
3. We are not a provider for any health insurance plan since most insurance plans do not offer coverage for nutrition counseling. It is the client's responsibility to determine if their health insurance offers reimbursement for nutrition counseling. We will provide clients with what is referred to as a "Super Bill". It is the client's responsibility to submit this Super Bill for possible insurance reimbursement.
4. Packages and Gift Certificates must be used within 9 months of purchase.
5. No rebates for visits or packages will be provided.
6. If you cannot make your appointment, please let us know as soon as possible so we can offer it to someone else. If you miss your appointment or cancel with less than 24 hours' notice, we cannot re-allocate your appointment. Therefore, 100% of the fee becomes payable. We reserve the right to charge for missed appointments. *In case of an emergency, please call us within 24 hours after your missed appointment and consideration will be given prior to enforcing our no show appointment policy.*
7. You must complete the **Patient Registration Form** with accurate and legible information. Please complete and return the all forms, along with any additional information (lab work, etc) to us prior to your appointment. Thank you for your cooperation.

Yours in good health,

Lea Russell, MBA, RD, LD/N
Registered and Licensed Dietitian