

Jessica DePete, M.S., L.Ac.
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Dear new patient,

Welcome to the world of Chinese medicine! Please make note of the following office policies. Your cooperation will help me offer you the highest level of care and service.

- ☉ I am unable to accept insurance assignment. However I will be glad to help you maximize your insurance reimbursement. Receipts and documentation of treatment are available upon request.
- ☉ Payment is expected at the time of service. I accept cash, checks and credit or debit cards.
- ☉ 24-hour notice is required for cancellation or changes made in appointments. Patients will be responsible for missed appointment fees, except in the case of true emergency.
- ☉ Please be on time for your appointment. I have set aside a full hour of time just for you, and must be able to do the same for others. If you are late, you may elect to have a shortened treatment, but you will be responsible for payment for a full treatment.
- ☉ If you need to reach me between sessions, please leave your name, telephone number and a good time to reach you on my voicemail. I will return your call as soon as possible. Extended phone consultations between sessions may be subject to consultation fees.
- ☉ If you have questions or concerns about our work together, please do not hesitate to bring them to my attention.

Thank you in advance for your cooperation. I look forward to joining you in your healing process.

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