

Jyoti Elias L.Ac. Dip. Ac. M.S.
Acupuncture and Chinese Herbal Medicine
45 San Clemente Dr. Suite C-100
Corte Madera, Ca. 94925
415-924-2481

WELCOME!

Office Hours, Appointments, and Cancellation Policy

Office hours are by appointment

I provide my patients with a high standard of comprehensive and personalized care. Please allow 1 and 1/2 to 1 and 3/4 hours for the initial visit. This gives me time to take a complete history, do a thorough exam, and give you an acupuncture treatment. Follow up visits last 1-1 1/4 hours.

Kindly give at least 24 hours notice when you need to reschedule or cancel an appointment, as this allows me time to schedule someone else who might be waiting for that appointment slot. You will be charged the cost of the office visit for missed appointments without 24 hours notice.

Fees, Insurance and Payment Policies

Payment is due at the time service is rendered, unless other arrangements have been made in advance.

If you have health insurance coverage, I will provide you with a "super bill" receipt that you can submit to your insurance company. Based on the terms of your policy, you will be reimbursed directly by your insurance carrier.

On The Job Injury

Please let me know immediately if you were involved in a work related injury or suspect that you were. I accept worker's compensation coverage in lieu of payment at the time of service with the proper authorization.

Your Care Is My Concern

Please do not hesitate to let me know if you have any questions or comments concerning your care.

Your signature below confirms that you have read and agreed to the above.

Patient Signature _____ Date _____

JYOTI ELIAS L.AC.
Acupuncture and Chinese Herbal Medicine

Missed Appointment Cancellation Policy

Dear Patient,

We would like to take this opportunity to remind you of the importance of keeping your scheduled appointments. Every day people with acute problems call for last minute help and late cancellations or missed appointments disallow us from serving some of those in need. That said, please keep a scheduled reminder of upcoming treatments, as we do not make reminder calls for appointments.

While we appreciate that you also have a busy schedule, there will be a charge for the full office visit for any appointments cancelled less than 24 hours in advance. Please make sure to cancel by phone on 415.924.2481, as email can only be checked sporadically during the workday.

We greatly appreciate your cooperation.

I acknowledge this cancellation policy.

Signature

Date

Tel. 415-924-2481 45 San Clemente Dr Ste.C-100 Corte Madera Ca. 94925

