



**Dear Patient: Please review the following office policies and let us know if you have any questions.**

#### **FINANCIAL POLICIES:**

Kalo Clinic Natural Health and Healing Center is a fee-for-service office and does not accept or submit health insurance claims for payment. Therefore, payment for services and nutritional supplements is due in full at the time of service. Please let us know if you need to discuss other payment options. We accept cash, personal checks, Visa, MasterCard, and Discover. There is a minimum \$25 fee for returned checks and no further personal checks will be accepted.

Every effort has been made to ensure an easy-to-understand schedule of fees. For a more detailed description of our fees for services, please ask us for additional information. Fees as listed below are for office visits only, and do not include the cost, if any, of nutritional supplements or lab work.

#### **FUNCTIONAL MEDICINE**

New Patient Examination: 200 Nutrition Office Visit: 85 Prepaid package of 6 Nutrition Office Visits: 450

#### **CHIROPRACTIC**

New Patient Examination: 150 Chiropractic Adjustment Visit: 100 Prepaid package of 10 Chiropractic Adjustment Visits: 850

***\*\*\*All Packages are non refundable and may not be shared between patients\*\*\****

We also wish to make every effort to answer your questions. Any brief phone or e-mail conversation that serves to **clarify instructions** from a previous visit is free of charge. A phone call or e-mail that **covers new material, requires new information, or takes an extensive amount of time, or results in a change in the doctor's plan** is considered to be a substitute for an office visit, and will be billed according to the schedule above.

#### **CANCELLATION, RESCHEDULING, AND MISSED APPOINTMENT POLICIES:**

- Our doctors only see one patient at a time to give each patient their full attention, and only see a limited number of patients per day. Each doctor reserves one full hour for all New Patient Intake Exams. When you make an appointment, that scheduled time is reserved for your exclusive use.
- Our doctors also meticulously prepare for each appointment by reviewing your paperwork and treatment plan prior to your appointment to help provide you with the best care possible.
- For these reasons, if you are not able to make your appointment as scheduled, we need to know in advance so that we can contact other patients who are waiting for an appointment.



**Appointment and Cancellation Policies:** • We have a **24-hour (1 business day) cancellation policy.**

- Our office will confirm your appointment at least one business day in advance by phone. If you are unable to keep your appointment as scheduled, please let us know 24 hours in advance in order to avoid a missed appointment charge.
- If you have a Monday appointment, we need to hear from you by 4:30 on the Thursday before your appointment.
- To cancel an appointment, please call 415-379-9830. Our regular office hours are Monday- Wednesday, 9:00-6:00, and Thursday 9:00-5:00. If you cannot reach us in person by phone, you may leave a detailed voicemail message with your name, date and time of your scheduled appointment, and your request to cancel or reschedule.

**Policies for a New Patient Visit:**

- A deposit is required to reserve your first 60-minute appointment. You may use a credit card (Visa, MasterCard, Discover), cash, or personal check. Please note that we cannot reserve your appointment until we receive this deposit.
- This deposit will be applied to the charge for your first appointment.
- This deposit is fully refundable (minus a \$15 processing fee) if you cancel or reschedule 24- hours (1 business day) before your scheduled appointment time.
- If you need to reschedule your appointment to a later date, this deposit can be used to secure this next appointment as long as we have had 24 hours' notice.
- Cancellations made with less than 24 hours' notice forfeit the deposit.

**Policies for a Follow up Visit:**

- We do not require a deposit for follow up visits.
- However, the same 24-hour cancellation policy does still apply. For cancellations made less than 24 hours (1 business day) before your scheduled follow up appointment, we reserve the right to charge a fee.

PLEASE NOTE: **Missed appointments with no notice given in person or by phone are subject to a charge for the full amount of the scheduled visit.** In the case of a true emergency, this cancellation policy does not apply. Please let us know as soon as possible if this is the case. However, we ask that this only be used in the case of a real emergency and that you otherwise make every attempt to keep your appointment.

**HEALTH INSURANCE POLICIES:**

We have many questions from patients about insurance coverage for naturopathic care. The following describes our office policy based on our understanding of the laws in California.

**Traditional Health Insurance:**

- As Chiropractors, we are able to diagnose and treat diseases and conditions, and by extension, our services are sometimes covered (but not guaranteed) by traditional



health insurance plans. Please check your insurance plan for specific chiropractic coverage.

- As Clinical Nutritionists, we are not able to diagnose and treat disease and our services are usually not covered by traditional health insurance plans.
- Because of this, for Nutrition Office Visits and Supplements we are not able to provide documentation, diagnosis codes, treatment plans, etc. to your insurance company. Any form that asks for this information is, unfortunately, not a form our office is able to fill out.

#### **Health Savings Accounts (HSA) and Flex Spending Plans:**

- Chiropractic and Nutrition services and supplements are sometimes covered under HSA and Flex plans. Not all plans cover all services we provide. The specifics of what is and is not covered depends on the rules of each specific plan.
- We recommend that you contact your plan administrator before using your HSA or Flex card at our office to determine what is covered and how it should be used.
- We are able to provide documentation to your HSA or Flex plan with the following information: Patient's name and birth date, date(s) of visit(s) to our office, supplements and other recommendations by our doctors. We are not able to diagnose disease in the state of CA, and therefore cannot list conditions or diagnoses that are coming to us second-hand through another practitioner.

#### **EMAIL POLICY AND PROCEDURES:**

Many people now use email as a primary way to communicate with others. We appreciate that email can be a great way to ask a quick question or clarify something from your last visit, or share with us how you are doing. We have found through experience, however, that email is often not the best way to deal with more treatment-oriented questions and decisions such as questions regarding your medical issues, changes in your symptoms, or complex requests. Instead, in these cases please schedule an appointment so your doctor will have time set aside to directly hear and address your concerns.

When using email, please keep the following in mind:

- Never use email for an urgent or emergency problem. The telephone is a much better way to reach us quickly. Typical turnaround time for an email sent to our office is 1-2 days.
- If you have sent us an email and have not heard back from us after several days, please follow up with a phone call. Spam and other filters may have caused your email or our reply email to be lost in cyberspace.
- Please know that email is not confidential and is inherently not secure. Do not use email to communicate anything that you wouldn't want someone else to read. If you send an email from your work email address, your employer has a legal right to read



what has been written. Likewise, we may forward your email to a member of our staff if appropriate (i.e. for requests to reschedule an appointment or for a supplement refill order). Reserve more confidential requests for a telephone or in-person visit with your doctor.

- All electronic communication with Kalo Clinic becomes a part of your medical record. We print a copy and file it in your chart. This means if you request that we send your records to another healthcare provider, they will receive copies of your email as well as our appointment notes.
- Email is never a substitute for seeing your doctor. If you think that you need to be seen, please call and schedule an appointment!

**SIGN AND RETURN THIS PAGE**

By signing below, I agree that I have read and understand these policies. I have been given the opportunity to ask questions and clarify the information listed above. I guarantee payment of all charges incurred as a patient of Dr. Sarah Kalomiros DC and Kalo Clinic Natural Health and Healing Center.

I understand that insurance does not routinely cover nutritional services in the state of California. I also understand that there is a 24-hour cancellation policy for all appointments. I understand the inherent risks in electronic communication and may choose whether or not I wish to use email to communicate with Kalo Clinic Natural Health and Healing Center.

Patient or Responsible Party's Signature \_\_\_\_\_

Print your name: \_\_\_\_\_

Date: \_\_\_\_\_