

Office Policies

- ♥ A New Patient Consultation and Exam is required before any person can become a patient at ITAV
- ♥ Any lapse in care of 90 days or more requires a Mini Exam and consultation before care can resume
- ♥ All New Patient Exams, Re-Exams, **Adjustments** and Nutritional Consultations are scheduled appointments and require **24 hours cancellation** notice. Without 24 hour notice a \$ 48.00 missed appointment fee may be charged to your account for each uncanceled appointment
- ♥ If a check is returned against your account, there will be a \$50.00 returned check fee due in cash. If 2 checks are returned against your account, payments will then be due in cash, credit card or money order
- ♥ No cash balances are permitted. If you need to make payment arrangements with our office, please see the office manager or Dr. Shapiro
- ♥ A copy of HIPPA compliance and policies is available for every patient of ITAV to review. All patients must read and sign a HIPPA compliance acceptance sheet. Please see the office manager or Dr. Shapiro with any questions regarding HIPPA compliance and regulations
- ♥ If you have Insurance and would like to submit to them for reimbursement, a Super Bill will be provided to you on a quarterly basis. If you need a Super Bill more often than quarterly, a \$10 processing fee will be charged for each additional bill provided

(Signature)

(Date)

(ITAV Team Member)

(Date)