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923 NE Couch St.

Portland, OR 97232

1. **Payment for Service Rendered:** You are responsible for all services received at this office and are expected to pay in full at the time of service. Once insurance has been verified and the first insurance payment has been received, you may elect to pay a minimum of the copay at the time of service. Frequently, insurance companies make up their own rules and redefine the “usual and customary” charges which means that you may have to pay more than your anticipated copay. You are expected to pay any unpaid balances in a timely manner. This applies to legal cases, motor vehicle accidents, insurance disputes, and with children of divorced parents. Any supplements or herbs that you receive are to be paid for at the time you receive them. If you are experiencing financial difficulty please talk with your clinician.
We accept payment by cash or check only; sorry, no credit cards.
2. **Underage:** If the patient is under 18 years old they need a parent or guardian’s permission for treatment. The parent or guardian is responsible for all charges and fees of the minor.
3. **Cancellations:** Cancellations made with **less than 24 hours notice** will be charged the full fee. In the case of an emergency, it is up to the clinician as to whether or not you will be charged. Continual failure to cancel appointments with 24 hours notice will result in a request that you seek health care at some other facility.
4. **Late Arrivals:** Patients are expected to arrive on time for their appointments. If you are going to be more than 15 minutes late you may be asked to reschedule. A rescheduling due to lateness will result in a missed appointment fee. Again, your clinician will take into consideration emergencies or other difficulties.
5. **Water:** After your treatment we recommend you drink at least one glass of water or more if you feel light headed or spacey.
6. **Parking:** Please park on the street and not in any of the nearby lots. If you are physically limited let us know and we will give you another option.
7. **X-ray/laboratory testing:** You may be required to have x-rays or lab tests done outside of the office. Any charges for these services will be handled by the facility that does the procedure.
8. **Supplements/Herbs:** Please give us 2-3 days notice if you need refills.