

## Triangle Wellness Office Policies

(Effective Date: January 2015)

- Fee for Doctor's services is up to \$240.00 per hour. More or less time will be pro-rated.
- Payment is expected at the time services are rendered.
- Billing statements will be provided for you and your insurance carrier.
- Payment for supplements mailed is due within one week of receipt. If payment is not received by that time, payment for future supplements will be requested prior to shipping.
- If a billing statement for monies owed on your account must be sent to you, a \$10.00 administrative fee will be added to the outstanding balance per billing cycle.
- This office reserves the right to charge a minimum of \$25.00 to you or your insurance company for the doctor's time in preparing reports, e.g. disability forms, insurance requests.
- \$20.00 charge for returned checks.
- **Appointments must be cancelled within 24 hours prior to the scheduled appointment.**
- **This office reserves the right to charge up to \$400.00 (minimum of an office visit) if you do not show up for a scheduled appointment or cancel within the 24 hour period before the appointment.**