

EMAILING POLICIES & PROCEDURES

Due to recent changes in federal regulations governing the handling of medical records, we have to implement the following in all email correspondences with this office.

1. Please include the patient's:
Full name in the subjectline
Full name in the body of the email
Date of birth
Current weight
2. To expedite the responses to the medical inquiries in emails, please number your questions (1, 2, 3, etc.).

Effective January 1, 2010 there will be a nominal charge (\$25) for email correspondences applied at our discretion. This charge will affect particularly those emails involving treatment recommendations.

PURCHASED KITS

There will be no refunds on test kits purchased. Thank you for your attention and cooperation.

PAYMENT FOR SERVICES & PRODUCTS RENDERED

All charges are payable at the time of service. We accept cash, personal check, MasterCard, Visa, American Express or Discover. Dr. Cave does not accept insurance benefits. We have opted out of the Medicare program. Therefore, there will be no reimbursement for Medicare patients.

APPOINTMENT CANCELLATION

A fee of **\$125** will be charged to the patient's credit card if they do not show up for a scheduled/confirmed appointment. *Credit card information will be given prior to first appointment*

I, HAVE READ AND UNDERSTAND, THE ABOVE STATEMENT. DATED AND WITNESSED BY

PRINTED NAME	_____	DATE	_____
SIGNATURE	_____	DATE	_____
WITNESSED BY	_____	DATE	_____