***Shore Nutrition Associates***

**Office Policies**

I look forward to helping you achieve your health and nutrition goals. Making positive changes to your lifestyle is the cornerstone of good health. These are my office policies, which will help you familiarize you with my practice.

***Consultations***

The initial visit is 45 to 60 minutes. Follow up visitw are 30 to 60 minutes. Office visits must end on time, so please be on time.

Please bring a three-day food record with you to the visit. If you have had any recent lab work done, bring the results from that with you as well.

***Referrals***

If you need a referral from your physician, please bring it with you to the initial visit.

***Cancellations***

If you need to cancel your visit, please do so at least 48 hours prior to the visit, Otherwise, you will be charged for the visit in full.

***Insurance Payments***

Please contact your insurance provide before we meet to ensure that you are covered for nutrition visits. If you have not met your yearly deductible for specialists, you should pay for the visit at the time of service and the claim will be sent to your insurance provider.

**If any fees are not covered by insurance, I understand that I am financially responsible for all accumulated charges. If I don't have a referral for this visit and require a referral, I will e responsible for paying for this visit today. All unpaid balances over 30 days will be sent to collection, which will increase fees by 35%. I will also be fully responsible for payment of any appointments that are not cancelled in advance.**

I have read the financial obligation clause above.

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Responsible Party Relationship Date