

## Welcome to DRAGON ACUPUNCTURE

In an effort to better serve you, below is a reminder check list of things to prepare before your first visit:

\_Fill out and sign all downloadable forms before your appointment. If you are not able to do this at home, come to your appointment 15-20 minutes early to fill them out at the office.

\_An original Arbitration Form and Informed Consent Form will be given to you to sign at the time of your appointment.

\_We want to remind you that we do not bill insurance. We will provide you with a receipt for your insurance company upon request.

\_Payments, in the form of Visa, MasterCard, Discover, check or cash, are expected at the time services are rendered.

\_Please allow one and one half hours for your first visit and one hour for subsequent visits.

\_We ***require 24 hours notice for cancellations***, or the usual and customary fee for the unused time slot will be charged.

\_Please arrive “on-time.” Your prompt arrival for scheduled appointments will help keep us running smoothly. Thank you!

Again, welcome to DRAGON ACUPUNCTURE. We look forward to serving you!