



Office Policies and Procedures

- Fees:
 - New Patient Fee Schedule:
 - Adult Appointment Fee Schedule:
 - 1.5 hour Initial Intake Appointment: \$187.50, paid at time of visit
 - 1 hour Report of Findings Appointment (to discuss Recommendations and Plan): \$187.50, paid at time of visit
 - Pediatric Appointment Fee Schedule:
 - 1 hour Initial Intake Appointment: \$150.00, paid at time of visit
 - 1 hour Report of Findings Appointment (to discuss Recommendations and Plan): \$150.00, paid at time of visit
 - All Follow Up Appointments: \$75.00 per 30 minutes, paid at time of visit
 - Cancellation:
 - We ask for 24 hours (1 business day) notice if you are in need of canceling or rescheduling an appointment.
 - Cancellations made with less than 24 hours notice or No Shows will be billed a \$85 cancellation fee. This fee covers Dr. Watts's preparation research time that is routinely performed previous to each appointment.
 - If a patient has not given 24 hours notice of cancellation or has not shown for 2 consecutive appointments, Dr. Watts will require full payment prior to scheduling. Any additional violations may result in dismissal from the practice.
 - Also note: If a patient is more than 20 minutes late to an appointment, they will be required to reschedule.
- Payment Policies:
 - Cash, Credit/Debit, or Check (Please make checks payable to: Toledo Naturopathic)
 - Payment for appointments is due when services rendered.
 - Invoicing for supplement orders:
 - Invoices for supplements are sent out approximately 1 week after the initial order and reminders of your invoice are sent the 19th of every month.
 - For every 30 days your bill is late, a \$10 late fee will be applied.
 - After 120 days your invoice will be sent to collections.
- Communication:
 - Patient phone calls and emails:
 - Phone questions/messages are acceptable if they are specifically related to information discussed in an office visit or related to recommendations given at an office visit.
 - If the questions/issues are new or haven't been previously evaluated by Dr. Watts, then an office visit is necessary.
 - Patients need to be aware that they may receive a bill in the mail for the time taken for specific questions that arise that require a more detailed discussion. The fee scale for such, is below:
 - 15 minutes or less \$25
 - 15 to 30 minutes \$45
 - 30-45 minutes \$70
 - Please be aware: Email is not a secure form of communication. Patient needs to understand that any health-related information they send or receive via email can potentially be accessed by hackers and other malicious online entities.

I agree to these terms and conditions.

Date:

Patient Signature: