

Nancy Hausauer, LMP Policies

- If you arrive late, your treatment time may need to be shortened. If you are 25 or more minutes late, your appointment will need to be rescheduled and you will be charged for the appointment.
- Please give at least 48 hours notice if you must cancel your appointment. I require full payment for appointments cancelled with less than 48-hour notice, with the following exceptions:
 - a. You have become suddenly ill.
 - b. Your child who is too young to be left home alone becomes suddenly ill.
 - c. An adult family member experiences a medical emergency that requires your presence.
 - d. You have another unforeseeable and unpreventable emergency, such as your car breaks down or you are caught in a traffic jam.

Work issues such as changes of schedule are not an exception to the cancellation policy.

If possible, I appreciate a week's notice if you must cancel or change an appointment. With anything less than a week's notice, it is very difficult for me to be able to rebook your appointment.

- I require you to fill out a health questionnaire and a notice of privacy rights before your first visit. Some health issues may require a substitution of services.
- It is your responsibility to inform me of any changes to your health status.
- Before each session, it is important to inform me of current illnesses, infections, or skin ailments. If you have a question about whether you should come in for your scheduled visit, please call me prior to your appointment, and together we will determine the best course of action.
- Payment is due at time of service. Services and prices may change over time.

I have read and understand the policies above. By signing below, I agree to abide by the policies.

Name _____ Date _____