

SEATTLE HEALING ARTS

PRACTICE INFORMATION AND PATIENT RESPONSIBILITY AGREEMENT

We ask that every patient please read and agree to the following:

- **Please be prepared to provide identification and insurance card at the time of each visit.**
- Each practitioner operates individually as a private practice. Practitioners maintain separate charts, registration forms, insurance information, monies, etc. Updating your information for one practitioner does not update the chart of any other practitioner.
- **We require 24-hour notice of appointment cancellations.** A patient may be subject to a cancellation fee if proper notice is not given.
- **Each patient is responsible for knowing the terms and coverage of their own insurance plan.** If you have insurance and your practitioner “accepts” that insurance, that does not guarantee payment will be made from your insurance company. You are then personally responsible for the bill.
- **Please notify the front desk if you have Medicare.** Several physicians are not signatory to Medicare and most supplemental insurances will not cover visits made to a non-Medicare provider. Medicare and insurance information is still required to be on file for laboratory charges.
- Seattle Healing Arts is not an urgent-care or drop-in clinic. Patients are seen by appointment. If your practitioner is not in the office, the Front Desk can refer you to a covering physician or the on-call physician number is available through the phone service.
- **Dispensary items must be obtained by your practitioner or with a written prescription from your doctor. If a refill is needed, please contact your practitioner and allow 48 hours for adequate processing time.**
- Payment for dispensary items and co-pays needs to be completed at the time of service. **Exact change, check or Visa/MasterCard is required.**
- Seattle Healing Arts is a **fragrance-free facility** and only allows service animals in the building. Please help us maintain an allergy free environment.

Patient _____ Date _____