**INFORMED CONSENT**

It is my intent to provide preventive care to individuals who seek care. The services provided are Acupuncture, Ionic Foot Detox, E-stem, as well as Aromatherapy, cupping and herbs. My care is individualized based upon the needs of the client. The use of a massage table or chair will be used to perform services. The following policies and procedures serve as a guide for first-time clients. Prior to each session, the treatment plan will be discussed with you. At your first visit you will be asked to sign the consent stating that you have read the information, understand it, and agree to comply with the professional policies and procedures. Clients who have not been seen for at least a year will also be asked to fill out this form.

Proper draping techniques will be used at all times. Only the areas that are currently being treated will be exposed. Clients may be asked to help in the draping and covering up of areas. The client also has the discretion to state what other areas that are off limits (ex. feet, face, chest, buttocks, etc). Additionally, the practitioner will not work on areas of the body, which are considered local contraindicated. In all cases, the practitioner will ask the client to reschedule their appointment rather than work on them due to acute issues, or systemic contraindicated conditions or diseases, and also ask that you get a doctor's permission before bodywork is given to them, for your health and benefit only.

For each new client they will be required to fill out an initial intake form and a client consent form before treatment is given. Minors will need a parent or guardian signature on the consent form. For each visit, medical- notes (medical document) will be taken.

**CANCELATION POLICY**

When you book an appointment, that time is considered yours. If no other time is available, other patients might be turned away patients who are also in need of treatment. Therefore not showing up and /or not calling ahead of time to re-open this time slot is not acceptable. This is not fair to other patients, or to the therapist whose time was not respected.

* 1 hour treatments are a full 60 minutes from your scheduled time. If you are late that time will be deducted from your treatment so please be punctual. Initial visit usually takes 90 minutes for a through health assessment.
* A 24 hour notice would be appreciated if you need to cancel an appointment.
* If you do not cancel your appointment 24 hours prior to your scheduled time, or do not make your appointment without prior notice given, it will be considered a “No Show”, and you will still be $25 charged for that time.
* Payment is due in full prior to service.
* A $35.00 fee will be charged for any returned check.
* Any promotional flyers, coupons or gift certificates must be surrendered at time of service in order to receive credit.
* Terminating Services: Certain conditions will end the session: contagious illness including colds, flu, and flirtation, requesting an adult service or behaving badly, etc.
* Minors under 18 years may not receive services unless a guardian is present and stays present.
* **After 2 No-Show or failed to cancel appointments occur, a credit card will be needed to hold any future appointment. If one fails to cancel an appointment within 24 hour notice the card will be charged $35.**

**Confidentiality and Conversation**

* The discussion between the therapist and the client is confidential. The client may or may not choose to talk during the needling.
* I am happy to listen to your conversation and share my professional expertise. Preferably no topics of a political, private or sexual nature.
* For your own benefit, as well as to fully relax I suggest minimal talking and taking this time to calm your mind and altogether enjoy!

**Cell Phones and Pagers** I understand there are times it is necessary to have your cell phone with you but we must ask that you put it on silent or off while in session. If you need to take a call, you may take the call in the front lobby. This is to insure no interruptions to other therapists and their clients.

**Gift Cards** Gift Cards are the perfect gift solution! Gift cards are available starting at $26.00 increments and up and can be purchased in person, online and over the phone. Gift cards must be presented at the time of checkout. Once sold recipient is responsible for lost or stolen Gift Certificates. Gift Certificates are not redeemable for cash

**Client Agreement** The purpose of acupuncture is relaxation, stress reduction, relief from muscular tension or spasm and for increasing circulation and energy flow. An Acupuncturist does NOT diagnose illness, disease or any other physical or mental disorder. Acupuncture is not a substitute for medical attention, and it is essential that all health information provided be true and correct. Any illicit or sexually suggestive remarks or advances made will result in immediate termination of the session, and the customer will be liable for payment of the scheduled appointment. Following such instance, the client will not be permitted to receive any further treatments.

I have read and agree to the policies and procedures as outlined above and understand that I must complete a brief health history form prior to receiving any form of treatment in the Clinic. To set up further appointments I can be reached at (915)581-5440 – Holistic.Vitality8@gmail.com

 This form is available online at www.holisticvitalityacupuncture.com as reference.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Therapist Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_