# **New Patient Information**

Welcome to White Pine Healing Arts. Please fill out the appropriate medical history forms as completely as possible. The information you provide is necessary to get started on the road to great health. If you have any questions, please make a list and bring them with you to your first appointment.

## **Appointments**

We encourage you to schedule appointments in advance to ensure you receive and retain the time slot you most desire. If you have scheduled appointments in advance, and wish to make changes, it is your responsibility to cancel existing appointments. If you are unsure of your appointment, please call the office.

## **Cancellation Policy**

Our Center requires a minimum of 24 hours notice to cancel an appointment. If you have missed or rescheduled an appointment with less than 24 hours notice, you will be responsible for the full charge of the office visit. In the case of "acts of mother nature" such as snowstorms or family illness, we wave our cancellation policy. We unfortunately have time constraints that do not allow for patients being more than 20 minutes late. If you find that you are running late, please give the office a call to avoid making an unnecessary trip. We will make every effort to accommodate your circumstances.

#### **Payment and Insurance**

The Center is set up for direct pay only. It is asked that you pay at the time of your visit. Check and cash are acceptable forms of payment. We do not bill insurance companies though we will be happy to provide you with the documentation you may need to submit for reimbursement.

# Attire

Loose, comfortable clothing is best. Draping will be used to ensure modesty. Please refrain from wearing strong smelling perfumes, soaps, and lotions to your appointment.

# **Parking and Directions**

There are spaces in front of the clinic for you to park, as well as on Henry Street, across form the Cushman School. Please only park in the driveway if there is an empty spot.