

**ART OF WELLNESS PATIENT INFORMATION SHEET**

Art of Wellness ©2016

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 First Name Last Name Middle Initial Age Birth date

\_\_\_\_\_  
 Address Unit# City State Zip Code

\_\_\_\_\_  
 Email  Home phone  Cell phone

\_\_\_\_\_ (Check primary number) **M F** \_\_\_\_\_  
 work phone Gender Social Security # Driver's license #

\_\_\_\_\_  
 Marital status Name of Spouse Spouse Phone number

\_\_\_\_\_  
 Employer Name Occupation Work Address

\_\_\_\_\_  
 Physician Name Specialty Phone # Address

\_\_\_\_\_  
 Insurance Carrier Member # Name of Insured Relation to Insured

\_\_\_\_\_  
 Emergency Contact Name Relationship Ph#1 Ph#2

**Referred By:** \_\_\_\_\_  
 Address Phone #

**Office Policies**

1. Art of Wellness is required by law to maintain the privacy and confidentiality of your protected health and personal information. This policy is available in our waiting room for you to read or you can request a written copy. Please ask the receptionist for more information.
2. If you need to cancel your appointment, please inform us at least 24 hours prior to your appointment. **A missed appointment will be charged at full rate.** (see fee schedule below)
3. There is a service fee of \$25.00 for every returned check from the bank
4. **We are out of network providers.** For services with Dr Cai we will contact your insurance company to verify your coverage. If acupuncture is covered, you will be responsible for your co-insurance payment at the time of treatment. For services with Dr Tan all patients are expected to pay their fee in full at the time of services rendered. We will provide a superbill form that may be sent to your insurance company for reimbursement.
5. You authorize the release of your medical records or any information necessary to process a claim with your insurance should they contact us.
6. We accept payment as: Personal Checks, Cash, Visa, Mastercard and Discover and American Express
7. Herb pick up orders require a credit card authorization at the time of order, you will be charged in full once herbs have been prepared. There are no returns on any opened powder or raw herbs. Unopened herbs may be returned for credit only.

**FEE SCHEDULE**

Doctor	Consultation	Acupuncture	Cupping	F/u Consultation	Herbs (wkly)	Missed Appointment.
Dr. Qineng Tan	\$130	\$125	\$15	\$100	\$39 and up	\$125
Dr. Xiaomei Cai	\$130	\$125	\$15	\$100	\$39 and up	\$125

**X** \_\_\_\_\_  
 Signature of Patient

**X** \_\_\_\_\_  
 Signature of Parent/ Guardian  
 (If patient is a under 18 yrs old)

**X** \_\_\_\_\_  
 Date