

## **Cancellation Policy**

If you cancel your scheduled appointment within 24 hours, you are subject to a charge of half the price of the value of your treatment. If you do not give notice, and do not show up for your scheduled appointment, you will be subject to a cancellation fee of the full price of your treatment. If you write a check with insufficient funds, you will be charged \$20 on top of the value of the check. Please understand that this clinic is run by appointment only. If you will be arriving to the clinic more than 10 minutes after the start of your appointment time, please call the clinic to let us know. If you will be arriving more than 15 minutes past your appointment time start, you may be subject to a cancellation of that appointment and reschedule. Dr. Christina has the right to close the clinic and cancel appointments due to emergencies, inclement weather, or illness and the patient will not be charged for their appointment. Thank you for your understanding.

## **This office follows strict HIPAA, OSHA, and CNT procedures**

HIPAA: The Health Insurance Portability and Accountability Act of 1996 Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities and their business associates to use and assure the confidentiality, integrity, and availability of electronic protected health information. We are very serious about keeping your health information safe!

OSHA: The Occupational Safety and Health Act of 1970 (OSH Act) was passed to prevent workers from being killed or seriously harmed at work. The law requires employers to provide their employees with working conditions that are free of known dangers. The Act created the Occupational Safety and Health Administration (OSHA), which sets and enforces protective workplace safety and health standards.

CNT: The Clean Needle Technique is an important verification of an acupuncture graduate's safe needling technique. The CNT course (class) contributes to the high confidence level in the safety of acupuncture by patients, regulators, and third party payors in the U.S.. No needle is ever reused; all needles are single use, disposable, FDA approved acupuncture needles that are sterile, and filiform. Christina Fick is certified in CNT and has passed all examination required to maintain CNT standards.

## **Research and Teaching Clinic**

You, as a patient, may be asked to be observed by a medical student or acupuncture student intern. All persons who may be observing with Dr. Christina Fick is under oath of HIPAA and keeps all medical information confidential. All observers are required to fulfill, for their training, observation in a public clinic. As a patient, you have every right to deny the presence of an observer for parts of the treatment, or the entire treatment and consultation.

This clinic strives to continue the understanding of acupuncture and Chinese Medicine and its mechanisms. Your case may be used in a clinical case study, research, or journal case study. Upon conception of publication, your name or any identifying factors are legally omitted and strict HIPAA guidelines are enforced. You have the right to deny your case to be used for any research.