

**Acupuncture Therapy Clinic LLC**  
**Katie Lytle, LAc**  
**Financial Policy**

**Payment & Fees:** Payment is due in full at the time of service. We accept cash and checks. Make checks payable to Acupuncture Therapy Clinic. Treatment cost is outlined on the Colorado Mandatory Disclosure Form. At the first visit, there is a one-time \$10 paperwork fee.

**Insurance:** We offer a Superbill. We provide you with a receipt for you to receive reimbursement from your insurance company. You pay Acupuncture Therapy Clinic directly and then submit a receipt to your insurance company to seek reimbursement.

When seeking reimbursement from your insurance company, you should ask three main questions:

- 1) **Ask your insurance company if they cover out-of-network providers.** If they do, then you will be able to receive reimbursement for services offered at Acupuncture Therapy Clinic
- 2) **Ask your insurance company what your acupuncture allowance is** – most acupuncture allowances range from \$500 - \$1,500 per year. Acupuncture is a therapy and multiple treatments will greatly help you to achieve a long-term solution
- 3) **Find out what your co-pay is** – with this information, you will know what reimbursement you will receive from your insurance company
- 4) **Find out reimbursement time** - with this information, you can better manage your personal finances

Many insurances offer acupuncture benefits; however, you will have to check with your insurance company on your specific acupuncture benefits / reimbursements. At Acupuncture Therapy Clinic, it is the patients' responsibility to seek reimbursement, from their insurance company, for services offered at our clinics.

**Cancellation Policy:** If you need to cancel an appointment, call Acupuncture Therapy Clinic at (970)739-4749 at least 24 hours in advance. Appointments cancelled without 24-hour notice will be charged a \$25 cancellation fee.

**Patient**  
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed**  
**Name:** \_\_\_\_\_

**Date**  
**of Birth:** \_\_\_\_\_