



Bodyfuel, Inc.
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PRACTICE POLICIES & SERVICE AGREEMENT

Welcome to Bodyfuel, Inc. This agreement contains important information about Bodyfuel, Inc. services and policies. To demonstrate acknowledgement and acceptance of the policies, please sign and date.

FEE POLICY

You will be informed of the your service fee schedule and options before or at the time of your appointment. Standard fee for counseling services is based on per 50-minute sessions. Payment is due at the time of service. Group service rates may be offered. Cash, check, Visa, and MasterCard are acceptable forms of payment. Checks are to be made payable to Bodyfuel, Inc. Fees for service and classes are not refundable. Checks returned for insufficient funds will result in a \$25 charge.

CANCELLATION POLICY

If it is ever necessary to cancel or change an appointment, at least 24-hour advance notice is required to avoid being charged for the appointment. A message may be left at Bodyfuel, Inc. voice mail at 913-648-2568. If you do not keep your appointment and do not provide 24-hour advance notice, you will be charged for the missed appointment. Insurance will not pay for missed appointments.

SESSIONS

Professional services are by appointment only. Counseling sessions typically last 30-90 minutes, depending on the service. If you are late arriving, the session will still need to end on time.

CONFIDENTIALITY

All client information is confidential and only released outside the office with the written authorization of the client. If the client is a minor, written parental consent is required. The exceptions to this policy are if Bodyfuel, Inc. is compelled to release such information by law or by a court order or if an individual's physical safety is threatened. A complete HIPAA policy is available for you at the Bodyfuel, Inc office or at the Bodyfuel website at www.ebodyfuel.com.

OTHER PROFESSIONAL SERVICES

Any professional services provided beyond your session appointments will be charged at my standard hourly rate (prorated at 15-minute intervals based on the time required for the services.) Other professional services may include reports, phone services lasting longer than 10 minutes, and other correspondences.



Please sign this page and bring it to your first visit.

BODYFUEL, INC. POLICY & SERVICE AGREEMENT

I have read and agree to the Bodyfuel, Inc Practice Policies and Service Agreements. I understand that I will be responsible for any missed appointment charges and returned check fees.

This is also a written acknowledgement confirming that I have received the HIPAA privacy notice

(Responsible Party Signature)

(date)

(Client Signature)

(date)