

New Leaf Nutrition LLC

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Registered Dietitian

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New Leaf Nutrition LLC Policies

Please kindly review and sign to acknowledge your receipt & understanding of this document.

Thank you so much for working with New Leaf Nutrition LLC! Because New Leaf Nutrition LLC is a small business that works with clients by appointment only, it is important that we implement policies to encourage efficiency, timeliness, and courtesy. Thank you for taking the time to review our policy handout. Please email or call Julia for any questions or concerns.

Cancellation policy:

- New Leaf Nutrition LLC works by appointment only. If it is necessary to cancel or reschedule an appointment, a 24-hour notice is **required** in order to avoid a thirty-five (35) dollar fee (this is not billable to health insurance).
- Missed appointment fees should be paid at the time of the next appointment or mailed to the mailing address above.

Payments:

- New Leaf Nutrition LLC requires payments to be due at the time of service (either co-pay or full appointment fee). We accept cash, check, credit card, and debit card.
- There will be a \$30.00 fee for all returned checks.
- Currently, we are accepting Blue Cross Blue Shield insurance. *Note:* We strongly encourage you to have an excellent awareness of your insurance coverage policy. It is important to check how many visits for which you are covered. If your insurance does not cover the appointment, you are responsible for all costs associated with appointments. Furthermore, if you require pre-authorizations or referrals, it is your responsibility to provide these before or at the time of service.
- The cost of initial consultation is \$176 for an initial appointment (75 minutes) and \$121.00 for a 45 minute follow up appointment. A sliding scale may be applied to fees for self-pay clients depending on financial need.
- There are no refunds for nutrition services provided.

Appointment:

- Parents or legal guardians are legally responsible for all fees of clients under the age of 18. It is the parent's responsibility to assure that the client attends, cancels, or reschedules the appointment.
- Parent or legal guardians must be present for appointments of clients under the age of 18 years old. Appointment will be rescheduled if client arrives alone.
- Appointments start on time. If you are late, you are able to use the rest of the time for your appointment but not beyond.

By signing this agreement, I understand and agree to the above payment, cancellation, and appointment policies.

Your Signature (Parent Guardian of client under 18)

Date