

**Janet Lee Cook**  
Licensed Acupuncturist and Chinese Herbalist

**NEW PATIENT INFORMATION**

Welcome!

For all clinic appointments:

**Cancellation Policy** – Treatments are by appointment although walk-ins are occasionally accepted. If you find that you need to cancel an appointment, it is important to give 24-hour notice. This enables the time slot to be filled. We reserve the right to charge a \$30 fee for an appointment canceled with less than 24-hour notice or for a "No Show" appointment.

**Payment for Service Rendered** – Payment is due at the time of service and may be paid by cash, check or major credit card.

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**HIPAA Acknowledgement and Appointment Reminders Form**

I acknowledge that I have been provided access to Janet Lee Cook's Notice of Privacy Practices. I understand that I have the right to review this Notice of Privacy Practices prior to signing this document.

I understand that Janet Lee Cook's staff may need to contact me with appointment reminders or information related to my treatments. If this contact is to be made by phone and I am not able to answer the phone, a message will be left on my voicemail or answering machine or with anyone who answers the phone.

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Patient Name (Please print.)

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Date

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Patient Signature