

Community Acupuncture Guidelines

Because we do sliding scale for the community acupuncture treatments, we do not do insurance billing, that is the insurance company's rule. We are happy to give you receipts (upon request) for your records, or for you to submit for reimbursement from your insurance company.

The community setting may present with some issues that individual settings don't. For instance, you may find that some patients snore, or that you are worried about you snoring in this setting. We do keep music on and we encourage you to bring earplugs if random noises will disturb you. We keep the treatment room as a **Whisper Zone**, so talking is kept to a minimum.

If your time is restricted, please let us know when you arrive. We will be sure to make note of this before leaving you to rest so that you don't have to worry about whether you will be late. Our goal is for you to relax and enjoy!

Questions about acupuncture and how it works:

Because we will not have the time or opportunity to answer general questions of this nature, we have put a document on our web site containing lots of information about acupuncture and how it works. You will probably get much more than you need here but it should answer most, if not all, of your questions.

Part of our success results from patients learning the routine allowing for things to flow smoothly. Here are some of the ways we can make this work smoothly:

WHEN YOU ARRIVE (a few minutes early)...

1. SCHEDULING AND MAKING PAYMENTS HAPPENS BEFORE YOUR TREATMENT.

There will be envelopes at the desk for you to put your payment in and write your first name and last initial on. On days when a receptionist is not available at the desk, there will be schedule sheets on the desk for you to self schedule your next appointment(s). Again, please put **only** your first name and last initial on the schedule for your privacy.

2. FILL OUT FOLLOW UP TREATMENT FORMS- and bring it in with you to give to the acupuncturist. It lets us know how your doing with the treatments, what you would like to focus on today, etc.

3. MAKE SURE YOUR CELL PHONE IS TURNED OFF, and when you are called in the room, bring all of your belongings with you to the treatment room.

4. WHISPER ZONE-TALKING will be brief and in whisper tones so as not to disturb others. We appreciate your cooperation on this.

HOW TO MAKE ACUPUNCTURE WORK

(Or, What to Expect and When to Expect It)

Millions of people from all over the world have benefited from acupuncture, which has been clinically demonstrated to relieve pain, promote healing and address a very broad list of health problems. We're so glad you'd like to be one of them! For most people, getting any of these benefits requires a commitment. You can't really make that commitment in an informed way unless you know what to expect.

There are several ways people benefit from acupuncture. One we'll call THE BIG BANG. In these cases, somewhere between 2 and 20 treatments, if spaced close together, can have a MAJOR impact in your health problem. Often in Big Bang cases, you'll see some of your symptoms abating within the first few treatments and many people can graduate from treatment or just come in for an occasional tune-up once the problem is gone. If you have a recent onset problem (pain or fatigue or digestive upset of a few months duration) it's likely you will be in this category. Many more chronic problems can also fall into this category, although it's difficult to predict which ones they will be.

The other way we call DROPS OF WATER ON A STONE. This is where regular, once or twice weekly treatments are able to very gradually move the body back towards health. People can see profound benefits even for chronic problems, but they require consistent acupuncture over much longer time frames. Think of acupuncture in these cases as providing the *persistent health nourishment* that the body needs. People in this category may come in once, or even twice weekly, and over time they're reporting that they've eliminated half their medication, or they no longer need pain pills, or their sleep and energy are back to normal.

There are also cases that fall somewhere in the middle. These people will see a marked improvement in the first six to twelve treatments, followed by a plateau. It's likely that continuing regular acupuncture has more to offer, but like the DROPS OF WATER cases above, this further improvement can be very gradual, and require some patience. We can't know at the start which exact symptoms can be resolved with acupuncture, and we can't know for sure if you're going to be a Big Bang case or Drops of Water on a Stone, or somewhere in the middle, but we have a lot of experience seeing people get many, many benefits from acupuncture in all these situations. **And if at any time we don't think you're benefiting from acupuncture, we'll tell you.**

The best news is, while you are waiting to see exactly what health benefits acupuncture can offer you, the regular treatments are reducing your stress level and relaxing your body, thus making all kinds of chronic diseases and problems far less likely, and improving your quality of life.

COMMUNITY ACUPUNCTURE IS DESIGNED TO MAKE TREATMENT AFFORDABLE ENOUGH THAT PEOPLE WHO RESPOND IN ANY OF THESE WAYS, CAN RECEIVE THE ACUPUNCTURE THEY NEED, TO GET THE BEST RESULTS POSSIBLE.

INFORMED CONSENT TO TREAT

I hereby consent to acupuncture treatments and other procedures within the scope of the practice of acupuncture on me (or on the patient named below for whom I am legally responsible) by Root and Branch Oriental Medicine. Methods of treatment may include acupuncture, moxibustion, cupping, gua sha, Chinese herbal medicine and nutritional counseling.

I understand that acupuncture is a generally safe method of treatment, but that it may occasionally have some side effects, including bruising, numbness, tingling or pain near the needling site that may last a few days, and in rare cases dizziness or fainting. Bruising is a common side effect of cupping and gua sha.

The herbs and nutritional supplements (which are from plant, animal and mineral sources) that have been recommended are traditionally considered safe in the practice of Chinese Medicine, although some may be toxic in large doses. I understand that some herbs may be inappropriate during pregnancy. Possible side effects of taking herbs are similar to those for ingesting any substance you have never had before, most commonly nausea, gas, stomach ache, and loose stool.

I understand that herbs must be consumed according to the instructions provided, and I will immediately notify the acupuncturist if any unanticipated or unpleasant side effects occur. I will notify my acupuncturist if I am or become pregnant.

Acupuncture treatment is not a replacement for diagnostic medical procedures. An acupuncturist does not diagnose according to standard medical practice, nor should a "Chinese Diagnosis" be considered a replacement for standard medical evaluation or testing. If you have any concerns about what may be causing your symptoms, you must see a medical doctor.

Signature _____

Date _____

Initial here if you also authorize us to report back to your medical doctor about your response to acupuncture: _____

FINANCIAL POLICY

PAYMENT IS DUE AT THE TIME OF TREATMENT. WE ACCEPT CHECKS, & CASH FOR COMMUNITY ACUPUNCTURE. WE WILL ALSO ACCEPT VISA & MASTER CARD ONLY FOR AMOUNTS OVER \$50. WE MAKE EVERY ATTEMPT TO MAKE ACUPUNCTURE AVAILABLE TO AS MANY PEOPLE AS POSSIBLE AT THE MOST AFFORDABLE RATES.

IN RESPECT FOR THIS, WE ASK FOR 24 HOURS NOTICE IN ADVANCE OF AN APPOINTMENT IF IT IS NECESSARY TO CANCEL OR RESCHEDULE AND APPOINTMENT.

ALL APPOINTMENTS THAT ARE RESCHEDULED OR CANCELED WITH LESS THAN 24 HOURS ADVANCE NOTICE, AND APPOINTMENTS MISSED WITHOUT NOTICE, WILL BE CHARGED THE REGULAR FEE FOR THAT APPOINTMENT. THANK YOU FOR YOUR UNDERSTANDING.

I AGREE TO THE ABOVE POLICY.

SIGNATURE _____ DATE _____

Special privacy notice for group treatment (Community Acupuncture)

Because patients are in such close proximity during treatment, it is very important that we all make an effort to respect one another's privacy. Ways we can do this are to keep your voices low and refraining from speaking about what we have seen or heard about others to anyone else.

Privacy Consent for group treatment

I consent to receive community acupuncture treatment from Geoff and Eileen, Lic. Acupuncturists, or other acupuncturists on the Community Acupuncture staff, in a group setting. I understand that it is more difficult to maintain complete privacy in this setting, and that it is possible that other people will overhear conversations between myself and my acupuncturist. I understand that the privacy policies of this office in regards to my written health record remain in effect regardless of the setting in which I am treated.

Signature

Date

RATES FOR COMMUNITY ACUPUNCTURE

COMMUNITY ACUPUNCTURE is high quality acupuncture at affordable rates in a community setting. Research in the United States (as well as thousands of years of tradition in Asia) has shown that acupuncture is most effective when done frequently and regularly-once a week is usually the minimum required to make progress on any kind of health problem, and twice weekly can increase the success rate significantly. The purpose of our sliding scale is to separate the issues of money and treatment; we want you to come in often enough to really get better and stay better! The table below contains SUGGESTED GUIDELINES for what you might pay depending in your income; **HOWEVER, we understand that everyone's situation is different, and our primary goal is to keep acupuncture affordable.**

Family Income	Initial Consultation and Treatment	Follow-Up Treatments
Under \$25,000	\$40	\$25
\$25,000-\$30,000	\$45	\$30
\$30,000-\$35,000	\$55	\$35
\$35,000-\$50,000	\$60	\$40
\$50,000+	\$65	\$45