

Sally Berry, MA, RD, CLT
Phone: 805-232-3530
info@simplybodyfuel.com

Policy & Financial Agreement

Welcome to the practice of Sally J Berry - division of Berry Creatives. My office is committed to providing you the best possible care based on the most current nutrition and wellness information. I also strive to work as a team with other practitioners provide you positive results. My goal is to support your nutrition, food, and lifestyle in a planet-friendly way that will improve your energy, mood, weight/metabolic function, slow aging, resulting in improved longevity.

Outcomes are determined by many factors including your commitment to the program. This agreement contains important information our services and policies.

To demonstrate acknowledgement and acceptance of the policies, please read, initial, sign and date at the bottom.

FEE POLICY

_____ You will be informed of the your service fee schedule and options before your appointment. Our relationship is with you and not your insurance company. Although we can supply you with a code ready receipt that you can use for insurance submission, all charges are your responsibility.

_____ In order to hold your appointment time, payment are due at time of registration. Cancelled or rescheduled appointment with less than 48 hour notice will be charged.

_____ We offer packaged visit rates and retainer client service rates on some repeat clients services. Packaged services are a value service that **must be completed within the designated time limitation. These value added packages are non refundable once started.**

_____ For your convenience, payments options are cash, credit card or check. Checks returned for insufficient funds will result in a \$50 charge.

CANCELLATION POLICY

_____ 48-hour advance notice is required to avoid being charged for the appointment. Cancelled appointments can be by appointment scheduler cancellation website, or info@simplybodyfuel.com. If you do not keep your appointment and do not provide 48-hour advance notice, you will be charged full price for the missed appointment. **Fees for provided service and pre-paid package rates are not refundable.**

SESSIONS

Some programs may suggest participants to pre-qualify. This is to insure a "good fit" for the service, commitment, and a high level of success.

Sessions are by appointment only. Our meetings typically last 20-90 minutes, depending on the service. In some cases, you will be expected to complete "activities" between sessions and returned before the appointment. Between appointment activities will improve your final results.

If you are late arriving, the session will still need to end on time.

Due to the discounted pricing "packaged" services, packaged programs must be completed in the time frame of appointment scheduling.

CONFIDENTIALITY

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

OTHER SERVICES

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

You may sign this page return by email at info@simplybodyfuel.com

Sally J Berry / Berry Creatives - Policy & Financial Agreement

____I have read and agree to the Policy & Financial Agreement above here.

____This is also a written acknowledgement confirming that I have received and/or knowledge of the HIPAA privacy notice <http://www.simplybodyfuel.com/nutrition-and-lifestyle-resources/> .

(Responsible Party Signature)

(date)

(Client Signature)

(date)