

BODYFUEL LLC
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Policy & Financial Agreement

Welcome to Bodyfuel LLC. Our office is committed to providing you the best possible care based on the most current nutrition and wellness information. We also strive to work as a team with other professionals to assist the best outcome for you. Our mission to support your nutrition, food, and lifestyle with planet friendly options that will increase energy, increase mood, weight/metabolic function, slow aging, and gain total lifetime wellness

Your outcomes are determined by many factors including your commitment to the program. This agreement contains important information about Bodyfuel LLC 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.

_____ Bodyfuel LLC offers special group rates, packaged rates, and retainer “concierge” 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. Insurance will not pay for missed appointments.

SESSIONS

Some programs may suggest participants to pre-qualify. We hope this will support a high level of commitment and to make sure the client is a good fit for Bodyfuel programs.

Sessions are by appointment only. “Coaching” typically last 30-90 minutes, depending on the service. In some cases, you will be expected to complete “activities” between sessions and returned before the appointment. These activities and goals help treatment 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 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 LLC 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 website at www.simplybodyfuel.com.

OTHER SERVICES

Any services provided beyond your session appointments will be charged at Bodyfuel LLC 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.

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

Bodyfuel LLC Policy & Financial Agreement

I have read and agree to the Bodyfuel LLC Policy & Financial Agreement. 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 and/or knowledge of the HIPAA privacy notice <http://www.simplybodyfuel.com/nutrition-and-lifestyle-resources/>.

(Responsible Party Signature)

(date)

(Client Signature)

(date)