

ERIN NAIMI, RDN, CEDRD

NUTRITION THERAPIST
(310) 551-0233

Terms Of Office Policy

- **CANCELLATIONS**

For all Cancellations a minimum notice of 48 hours is required to avoid payment for cancelled session/s. If you are unable to come to the office for any reason, phone sessions are an option in order to avoid late cancellations. Any appointments canceled without sufficient notice will be charged for the full session.

- **PAYMENTS**

Payments for sessions are appreciated at the time of the session. A summary invoice and/or Insurance Billing Statement for your sessions is available upon request. Please note that you are responsible for all office fees, even in the event that you are requesting reimbursement from your insurance company. Reimbursement is made directly to you, the client, as the office will not be billing the insurance company directly.

- **SESSIONS**

Follow-up sessions are generally 45 minutes in length. I make every attempt to begin sessions on time and appreciate your cooperation in ending them on time.

- **PHONE CALLS**

I am available for brief telephone calls in between our sessions. If you find that you need more than a few minutes on the phone, please consider arranging an additional session (in office or by phone). I will make every attempt to return your calls within 24 business hours.

- **CONFIDENTIALITY**

Your privacy within our sessions is of greatest importance. I am committed to maintaining your confidentiality regarding all discussions during our sessions. You may choose to sign a release form so that I may contact your physician, therapist, or any other individuals. Information will not be released without your written consent.

Print Name

Date

Signature