



OFFICE AND PAYMENT POLICY

Hello and Welcome. I look forward to working with you to assist you on your path toward health and wellness through nutrition. Making positive lifestyle changes is a key component to good health. Here is my office and payment policy to help you familiarize yourself with my practice.

CONSULTATIONS

Initial visits are schedule for between 60-90 minutes for a full assessment (up to 60 minutes for minors). Follow-up appointment are schedule for up to 60 minutes. Please be on-time for your appointments to ensure our visit can end on time.

Please bring the following items, completed to your first appointment; the registration form, the insurance verification form, this office and payment policy and your insurance card.

These forms can be downloaded & printed on my website at www.wellfednutrition.us/forms If you would prefer to fill out this information at the time of your first appointment, the document can be made available for you at the front desk. Please arrive at least 15 minutes early, if you intend to fill out the intake forms on-site before your first visit.

REFERRALS

If your insurance provider requires a referral to see a specialist, you will be required to provide one. Contact your physician for a referral and bring it will you to the initial visit.

CANCELLATIONS

If you need to cancel a visit, please provide notification at least 24 hours before the time of service. A \$50 fee will be charged for missed appointments without 24-hour notice. Notification of cancellation can be made either through office voicemail or business email.

INSURANCE PAYMENT

Please contact your insurance provider before we meet to ensure that you are covered for nutrition visits. An insurance claim form will be sent to your insurance provider.

If the visit is denied by your insurance provider, you will be responsible for payment.

Printed Name _____

Signature _____ Date _____

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