

Office Policies and Registration Instructions. In order to meet your needs and provide you the best possible care, we ask you to honor the following guidelines.

Fees. Our charges are simple, it is for our time in increments of 15 minute units, the fee per 15 minute unit is based on a contracted rate if you are covered by insurance and if our office is a provider for your plan, otherwise we charge a set \$/15minute unit. A minimum **initial** visit is 60 minutes or 4 units. **Follow-up** office visits are based on the frequency you attend and complexity of your needs: 30-90 minutes.

Download and Complete Our Office Registration Forms. Down load forms:

- 1) **Registration Form.** All new patients or patients returning after one year, must complete the registration form including the signature of the party responsible for payment.
- 2) **MD Referral Form.** If you have a medical condition or are under or overweight, you must have your doctor (MD) complete the MD Referral Form and have it faxed by your MD to us prior to your first visit. This form is available for you to download and give to your doctor before you come. This is different than the referral or authorization form that maybe required by your insurance company. Referral forms must include your diagnosis AND the doctor's full name.
- 3) **Food Record.** Complete the downloadable food record including the time and date you ate, the amount and type of food and the location you ate:
K=kitchen,r=restaurant,w=work,s=school

Important Insurance Details.

If you have insurance and we are listed as a provider for your plan, it is important to verify your coverage before you attend the first office visit. Using the downloadable registration form, under Insurance verification, answer the questions by completing the form. Refer to our commonly asked insurance questions.

Insurance Referral or Authorization. If we are a provider, your plan covers for nutrition counseling and your insurance requires a referral from your MD to us, please be sure this is done prior to your visit. This form is generated by your primary care physician(PCP). We will usually receive an electronic authorization of approval once this is done by your PCP. It is important this be done before the first visit.

Lastly, answer all questions on the down loadable Registration Form and sign it. If we are not a provider for your plan, that does not mean you will not get reimbursement. Some plans will pay you directly once you submit a bill to them. We can provide you with a Medical Nutrition Therapy statement to submit to your insurance company if desired. You must pay 100% of services rendered at the time of the visit if we do not accept your insurance. You may pay via cash, check, or credit card(Visa or Mater Card) made out to Linda Arpino & Associates, Inc. Please record the date and time of your appointment. ***Thank You for selecting our services!***