



Practice Information and Policies

Congratulations! You have made a commitment to improve the health of your child and/or family through personalized nutrition counseling. Please read the following practice information and policies that were put in place to meet your needs and provide the best possible care to all of our clients.

- Be sure to complete and send the Patient Registration Form and Authorization for Release of Information Form prior to your first session. Please include any recent lab results or other relevant medical documentation.
- All forms can be downloaded at our website and returned via fax to 615-463-7913.

Appointment Policies:

Your appointment time is reserved for you and/or your child. In the event that you cannot keep your scheduled time, it is imperative that you cancel and/or reschedule your appointment **24 hours in advance** of your appointment time, so that your appointment time may be given to another family. *Failing to allow 24 hours notice will result in a charge for the scheduled appointment time.* "No shows" will be billed for the scheduled appointment time. Inclement weather, and other reasonable emergencies will be given consideration on a case-by-case basis.

Payment Policies:

Payment is expected at the time of your appointment and can be done through cash, check, and credit card transactions.

Pediatric Nutrition of Green Hills does not participate with any insurance companies at this time. In the event that you would like to seek insurance reimbursement for your appointment, PNGH will provide you with an itemized receipt. Seeking insurance reimbursement and submitting forms is entirely up to the client for whom services were provided.

Contact Preferences:

The offices of Pediatric Nutrition of Green Hills will make an attempt to contact you for an appointment reminder. Your privacy is important to us and we will take reasonable measures to assure that communication by email and phone is in the most secure manner. Please indicate your preferred method of contact:

____ by email; please confirm your email address _____

____ by phone; please confirm your phone number _____

I have read and understand the above policies (sign here):