

BodyWise Acupuncture & Total Wellness

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“Balance is the key”

WELCOME

Dear Patient,

I would like to welcome you to our office. As a health care professional, it is my goal to provide you with the most caring & efficient treatment. In an effort to do just that, here are some guidelines:

- **Appointments:** To serve you best, we strive to run “on time”. Occasionally, however, an emergency may disrupt the schedule. We apologize in advance should that occur & delay your visit in any way. Your prompt arrival for scheduled appointments will help keep things running smoothly. Sometimes you may be late. Please understand that we will make every effort to squeeze you in. However, in the event that we are fully booked & you arrive more than 10 minutes late, we may need to reschedule you.
- **Cancellations:** We understand that circumstances arise that may prevent you from keeping your appointment. We do require a 24 hour notice for cancellations. There will be a \$25.00 charge added to your account for each no show appointment and for less than 24 hour cancellation notice. After three (3) no shows or cancelled visits, you may be discharged from care at our discretion.
- **Fees & Returned Checks:** Payment is due at the time of service unless other arrangements have been made in advance. Please be advised there will be a \$25.00 service fee added to your account for returned checks.
- **Recommendations for Optimizing Your Treatment:** If possible, please avoid coffee & other stimulants for 4 hours before treatments. We recommend eating a meal or snack approximately 1-2 hours before your treatment so that you are neither too full nor too hungry. If your schedule permits, plan your exercise a few hours before your treatment not afterwards. To encourage a relaxing and healing environment, we also ask that all cell phones and/or other electronic devices be turned off during your treatment.
- **Your Care is My Concern:** I look forward to addressing your medical concerns & becoming a member of your health & wellness team! Please do not hesitate to let me know if you have any questions or comments concerning your care.

In Health,

Georgia Good

Georgia Good, L.Ac., Dipl. OM