

# *Renée S. Melfi, MD P.C.*

*Certified Medical Acupuncturist*

3400 Vickery Road  
Syracuse, NY 13212

Tel: (315) 701-4000 Fax: (315) 671-5058

Dear Patient:

Your appointment with Dr. Melfi is scheduled for \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. at the Vickery Road office. In an attempt to make your visit with us a pleasant one, we ask that you arrive 15 minutes early for this appointment so that we may prepare your chart. As a courtesy to other patients, we regret that late arrivals will not receive an extension of their scheduled appointment time, thus their treatment time will be shortened.

## **CHECK LIST OF ITEMS TO BRING FOR YOUR APPOINTMENT:**

- Completed Acupuncture Medical History Form (enclosed)
- Completed Demographic Form (enclosed)
- Signed Financial Policy (enclosed)
- Signed Informed Consent (enclosed)
- Signed Insurance Information Sheet (enclosed)
- Related Medical Records, if you feel they may be helpful
- Loose clothing, you may choose to change into a gown or to bring your own T-shirt and shorts to change into.
- Patients under 18 years old must be accompanied by parent.

## **FINANCIAL POLICY:**

Dr. Melfi is not a participating provider with any insurance companies for acupuncture; full payment is required at the time of service. We accept cash or check. We will, upon request, provide you with a fee ticket, which you may then submit to your insurance company.

All scheduled appointments require a **24 hour cancellation notice** or you will be held financially responsible. Each late cancellation will be billed at a rate of \$75.00 per visit. Each no-show will be billed for a full office visit fee.

Please let us know if you have any questions or concerns. We look forward to making your acupuncture visit a pleasant experience.