



**Dr. Rebecca Sand**  
Kwan Yin Healing Arts Center  
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Phone (503) 701-8766  
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## PHONE CONSULTATION POLICIES AND FINANCIAL AGREEMENT

Dear New Client,

Welcome to Kwan Yin Healing Arts Center. Dr. Rebecca Sand is honored to work with you and is truly committed to your health and well-being. In order for our clinic to operate in a smooth and efficient manner, we have phone consultation policies and systems in place. We encourage you to read the details of this document carefully and initial each section. If you have any questions or concerns, please do not hesitate to speak with us on the matter. Thank you for trusting Kwan Yin Healing Arts Center with your healthcare needs. We value you and are grateful to support you on your wellness journey.

By law, Dr. Sand may not diagnose or treat your condition without seeing you in-person first and performing a physical exam at least yearly. Specifically, by phone she cannot order tests or prescriptions for you, diagnose you with any medical condition, or act as your physician. Your primary care physician and/or other doctors should always be regarded as a primary source of information about diagnosis, treatment, prescription drugs, and medical conditions.

Phone consultation appointments reserve only the specific time period scheduled with Dr. Sand. If you believe time outside of your appointment window will be needed to review pertinent information, consider scheduling more time or an in-person office visit. Dr. Sand will review any documents during your phone consultation.

Please read and initial the following if you have not seen Dr. Sand in person within the last year:

### Payment

\_\_\_\_\_ Payment for all consultations, telephone calls, and medicinary items are due at the time of service. **For an hour visit the cost is \$125 due at time of visit. For a 30 minute visit the cost is \$65.** We accept debit and credit cards only. Following the visit you will be called by one of the staff at Kwan Yin Healing Arts Center and they will take you credit card over the phone and run it on site. We do not keep any credit cards on file.

\_\_\_\_\_ Phone consultations are offered for 1/2 hr or 1 hr sessions. The initial appointment is always an hour and follow ups are usually 30 minutes unless more time is needed.

### Cancellation

**Dr. Emalee Furtek**  
*Naturopathic physician*  
*Licensed Acupuncturist*

\_\_\_\_\_ When you schedule an appointment we happily reserve that time especially for you. Please kindly give us a notice of 2 business days to cancel any phone consultation appointment with Dr. Sand.

\_\_\_\_\_ If adequate notice (more than 2 business days) has not been provided, you will be charged 50% of your scheduled, and up to the full fee for any cancellation made less than 1 business day from the time of the phone consultation.

I have read and understand the above-stated policies with Kwan Yin Healing Arts Center and will comply with them in all respects.

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Signature (Parent or Guardian if minor)	Printed Name (Parent or Guardian if Minor)	Date
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**Dr. Emalee Furtek**  
*Naturopathic physician*  
*Licensed Acupuncturist*