

SARANA COMMUNITY ACUPUNCTURE

970 San Pablo Avenue  
Albany, CA 94706

www.saranaca.org  
510.526.5056

CLIENT CONTACT INFORMATION

Name: \_\_\_\_\_  
(first) (middle) (last)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
(If you do not live in the area, just write "from out of town")

Phone # (day) \_\_\_\_\_ (evening) \_\_\_\_\_ Referred by \_\_\_\_\_

Emergency Contact (optional) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address \_\_\_\_\_  
(Your email address will only be used to contact you about your appointments, to send you our monthly newsletter and to alert you to special deals.)

FINANCIAL POLICY

Sarana Community Acupuncture is a community-supported business offering effective, affordable acupuncture and Chinese herbal medicine. Our goal is to make acupuncture and herbs accessible to as many people as possible, at the most affordable rates.

**Fee structure:**

First visit paperwork fee	\$10
Acupuncture treatment (adult)	\$20 – 40 sliding scale (does not include the cost of herbs)
Acupuncture treatment (minor/child)	\$1 per year equaling the age of the minor/child (no paperwork fee)
Veteran acupuncture	\$10
Massage / Acupressure	\$1 per minute (scheduled in 10 minute increments)
Herbal prescription fee	\$5 plus the cost of herbs
Birthday Acupuncture treatment	FREE on your actual birthday only

**HOW THE SLIDING SCALE WORKS:** You decide what you can afford to pay within the \$20-40 range in order to get the frequency of care that you need. No eligibility verification of any kind is required.

CANCELLATION POLICY

**Acupuncture:** To sustain our low-cost clinic, we depend on having a busy schedule and giving a high volume of acupuncture treatments. **Please notify us of any changes or cancellations at least 24 hours before your appointment time, so that another person can re-book your time slot.**

**If you must cancel with less than 24 hours notice, we request that you make a suggested donation of at least 1/2 (half) the amount you would have paid for your treatment to help cover our costs.** The donation can be placed in the donation box or given to the receptionist. We are happy to accept cash, checks, MasterCard, VISA or DISCOVER cards for this, or you can ask us to mark off one of your prepaid treatments on file.

**If you frequently miss or cancel appointments, we will ask you to walk-in rather than schedule your appointments.** Walk-in clients are treated as soon as time permits on "first come first served" basis, but priority is given to clients with pre-scheduled appointments.

**Massage:** A massage appointment that is missed, rescheduled or cancelled with less than 24-hour advance notice **will be charged in full** for the time booked **at the \$1 per minute rate.**

**There will be a \$15 fee for any returned checks.**

**PLEASE INDICATE THAT YOU HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE FINANCIAL POLICIES BY SIGNING BELOW:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ **(OVER)**