

Vernon Nutrition Center

Welcome to the Vernon Nutrition Center. We are dedicated to providing nutrition counseling services for the management and prevention of nutrition related diseases and disorders. **Please take a few minutes and complete the enclosed forms prior to your initial visit.** These forms will be reviewed with you at your initial nutrition consultation. If you need any assistance or clarification to complete these forms, please call Vernon Nutrition Center and we will be happy to answer your questions. **Please bring these forms with you to your first appointment.**

Policies:

- We are participating providers with Horizon BCBS and Medicare. Patients are responsible for contacting their insurance provider to see if nutrition counseling is a covered service and for obtaining all necessary referrals, deductibles, and preauthorizations. **Patients are responsible for their co-payment at the time of the visit. Plans with deductibles that have not been met will be expected to pay for the visit in full at the time of service.**
- Medicare is now also accepted. **Medicare will ONLY cover nutrition counseling for Type II Diabetes.** If you have any other diagnosis, Medicare will not cover the cost of your visit.
- **Patients not participating with the above insurance providers will be responsible for providing full payment at the time of service.**
- **Past Due Accounts:** Overdue accounts past 45 days will be sent out to a third party collection agency for recovery. **There will be a \$50 fee added to any claim that has to be sent to collections.**
- Initial consultations are scheduled for 1 ½ hours. Follow up appointments are scheduled for 30 minutes
- **Cancellation Policy:** When you schedule an appointment at VNC, we devote that entire appointment time to only you. For this reason, **we require 24 hour notice for all cancellations. Failure to provide this notice will result in you being responsible for the full cost of the service.** For last minute cancellations of an appointment that was purchased as part of a package, the appointment will be forfeited. Please note, we understand emergencies and unexpected events can occur. That is why we allow the option of an appointment being changed to a phone-based session versus an in-office session without penalty at anytime before the start time of the appointment.
- **Late Arrivals:** Please make sure to arrive for all appointments promptly at or a few minutes before your appointment time. **Late arrivals will be seen at the discretion of your dietitian,** however your appointment will not be extended past your originally scheduled time slot.
- Vernon Nutrition Center at Ramsey accepts Visa, MasterCard, American Express, cash, checks, and money orders. A \$25 administrative fee will be applied to all returned checks.

I have read and understand the office policies of the Vernon Nutrition Center. I have contacted my insurance provider to verify the services provided at the Vernon Nutrition Center are a covered service under my plan. I have obtained the proper referrals and authorizations necessary as required by my insurance plan. **I agree that if the services provided at the Vernon Nutrition Center are not covered by my insurance provider for any reason, I will be responsible for paying the Vernon Nutrition Center for the services provided.** I agree that this statement holds true for each and every date and service I receive nutrition counseling at the Vernon Nutrition Center.

Signature: _____

Date: _____

– Phone: (973) 827-1733 – Fax (973) 858-0417 – www.vernonnutritioncenter.com