

Integrative Medicine Center

Office of Dr. Steve Windley

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Dear Patient:

I am delighted to welcome you to Schneck Integrative Medicine for your health care needs. The Integrative Medicine Center strives to provide quality care for our patients. Our goal is to provide a complement of nontraditional therapies to blend with current traditional care. Many treatment plan suggestions include supplements. This is done to promote optimal health, and thought is given to provide supplements in the safest manner possible.

Steve Windley, MD

Things to help you get the most from your visit to our office:

Please take a few minutes to read this so you can make the most of your scheduled time together:

- Please let us know **EVERYTHING** you are taking. This includes all prescription medication, vitamins, herbs, and herbal combinations.
- Please bring in the completed paperwork enclosed in this packet to your appointment. By doing this, you can get the most out of your visit. Not having paperwork completed may result in loss of time with the doctor or the need to reschedule.
- Please have your questions written down so we can address them at your visit.
- Please bring any lab reports you think may be helpful.
- We do accept credit/debit card, check, or cash for payment.
- Payment is due at the time of service. Schneck Integrative Medicine accepts most major insurances, including Medicare, and our office will file your primary insurance. Please check with your insurance company for your specific policy requirements. We are unable to file secondary or third party insurance at this time. Remember, you are the one who has the contract with your insurance company, and it is your responsibility to insure reimbursement. We cannot guarantee any type of reimbursement.
- Please cancel with at least a 24-hour notice so people on the waiting list have a chance to be scheduled. There may be a \$30.00 fee assessed for appointments missed without notice given.
- The staff does an excellent job relaying telephone messages to the doctor. He returns all calls at his earliest convenience during the day or at the end of his scheduled appointments.
- Part of your care includes patient information “face to face” with handouts for your review. Literature and/or certain over the counter items are recommended frequently at this office. Most are available at this office. If you need any assistance or have any questions, please let us know.

Supplements

All supplements are not created equal. Supplement industries are not regulated like pharmaceutical drugs. There can be a wide variety in the quality of a given supplement. The supplements available at our clinic have been researched thoroughly, and selected for their proven efficacy and safety. Please know that a large portion of Dr. Windley's time is spent updating available supplements based on the current research.

Our supplement line is constantly changing to keep up with new studies. The companies used in the clinic have also been chosen because they are cost effective. We recognize you have the option to choose supplements wherever you like. Dr. Windley will provide guidance, but we cannot guarantee the quality of other supplements not carried in the office.

Please note: Dr. Windley does not personally profit from the sale of supplements. If you have questions or concerns about supplements in general, please feel free to ask any time.

Testing

To assess the best treatment plan and diagnosis for your optimal health, some tests may or may not be covered by your insurance company. Based upon the type of tests selected, our office uses several different laboratories. We will provide you with information upon request to provide to your insurance company to verify if the tests are covered under your insurance plan. Please note: A few of our laboratories will bill your insurance directly, but some require payment up front. The doctor will go over options with you at the time of your visit.

All of us here at Schneck Integrative Medicine look forward to working with you toward regaining and optimizing your health.

Please read and sign the following acknowledgment page.

Acknowledgement

Dr. Windley ***is not*** a participating provider for Medicaid. No reimbursement or denial will be available.

Dr. Windley is a participating provider for most insurance companies. We ***cannot guarantee*** any type of reimbursement from your insurance company. Our office will be happy to file your claim with your primary insurance company. We are unable to file with secondary, third party, or Medicaid.

It is your responsibility as a patient to contact your insurance company to check coverage, any pre-certification that may be needed, out of network benefits, and guidelines for your insurance policy when submitting for payment.

By signing below you acknowledge the receipt of this information and understand you have been given the opportunity to ask questions.

Patient Signature

Date

Witness

Date