

Naturopathic Family Medicine
Dr. Deborah Sellars, N.D.
102 Pleasant St.
Concord, NH 03301
(603) 856-8041 phone/fax

Dear _____,

An appointment has been scheduled for you on _____ at _____. The time that has been scheduled is reserved especially for you as we do not double book. As a result, a minimum notice of 24 hours must be given in the event that you must cancel or reschedule an appointment, otherwise a missed appointment charge will be sent to you. Please be considerate of others who may be on a waiting list and could benefit from this time slot.

Enclosed please find several forms. It is important that you take the time to fill these out before your visit as they are vital aids to ensure a complete assessment. Bring them with you to your appointment.

After Hour & Weekend Emergencies:

In a severe emergency, you may obtain prompt service from a local hospital or emergency medical facility.

Conventional Medical Services: I recommend that you retain the services of a primary care family practitioner.

Fee Payment: Full payment is expected at the time services are rendered. Dr. Sellars accepts credit/debit cards, cash or a personal check.

Billing is a burden that is time consuming and costly. To discourage this, a 10% finance charge will be added on a monthly basis to unpaid balances over 30 days.

Cigna School Care, Harvard Pilgrim, Anthem PPO and FSAs/HSAs cover Naturopathic medical care.

Other PPO insurance companies cover Naturopathic medical care as well.

Again, full payment is expected at the time of the visit and it is your responsibility to submit your insurance claim directly to your insurance company.

Supplements and lab fees are an additional charge to your office visit.

Shipment of Remedies and Supplements: Remedies and supplements that you need mailed to you **must be prepaid**. Call the office and I will call you back with the amount for the product(s) and the mailing cost. Please order well in advance of running out of the product(s) as there will be a delay of a few days before the product(s) can be mailed.

Returned Check Policy: A \$15 fee will be charged for checks returned due to insufficient funds.