



Seasons of Balance Family Acupuncture, LLC
8650 US Hwy 51 N Minocqua, WI 54548

Disclosure & Policies Statement

This disclosure is in compliance with the State of Wisconsin, Department of Regulation and Licensure; Bureau of Health Services Professions, Acupuncture Certification P.O. Box 8935 Madison, WI 53708, phone (608)266-2811.

Practitioner education and certification:

Vanessa Tippett L.Ac., Dipl. Ac. earned a Master of Science in Acupuncture degree from Southwest Acupuncture College in Boulder, Colorado in 2014. This 3 year program consists of 2,525 hours of education including 1,042 hours of clinical practice. She holds a Diplomat of Acupuncture from the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) and certification in Clean Needle Technique by the Council of Colleges of Acupuncture and Oriental Medicine. She is a Licensed Acupuncturist in the state of Wisconsin (#866-55). None of these licenses, certifications, or registrations have ever been suspended or revoked.

Jodi Kapla Mason L.Ac., DOM holds a Master of Science degree in Oriental Medicine from Southwest Acupuncture College in Boulder, CO. This 3 year accelerated program consists of over 2,800 hours of classroom training and 1,200 hours of clinical practice. She also took part in a 1 month externship at The China Beijing International Acupuncture Training Center with opportunities to learn from Chinese doctors and treat patients in several Chinese hospitals. She holds a Diplomat of Acupuncture and a Diplomat of Oriental Medicine from the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) and certification in Clean Needle Technique by the Council of Colleges of Acupuncture and Oriental Medicine. She is a Licensed Acupuncturist in the state of Wisconsin (#986-55). None of these licenses, certifications, or registrations have ever been suspended or revoked.

Clinic policies:

- **Cancellations must be at least 24 hours in advance to avoid being charged for the treatment.**
- If a patient is late for an appointment, treatment time will not be extended. If a patient is more than 15 minutes late for an appointment, the patient may be asked to reschedule and be charged for the missed appointment.
- Payment is due at the time of treatment unless other arrangements have been made in advance with Vanessa Tippett.
- Cash, check, and credit card are acceptable forms of payment. A fee of \$30 will apply for all returned checks.
- Seasons of Balance Family Acupuncture does not bill insurance. Documentation of a patient's treatment may be provided upon request for submission to insurance by the patient themselves.
- Patients are expected to conduct themselves respectfully. Anyone who threatens, intimidates, or exhibits violent behavior will be immediately discharged as a patient and asked to leave the premises. Sexually oriented communications, comments, gestures, or physical conduct will not be tolerated. In a professional relationship, sexual intimacy is never appropriate and should be reported to the Director of the Division of Professions and Occupations in the Department of Regulatory Agencies.
- Patients who come to the clinic under the influence of alcohol or non-prescription medications/drugs will not be treated and asked to leave the premises immediately.
- Treatment plans for each patient will be developed according to the presenting signs and symptoms, diagnostic pulse and tongue readings, and other systemic conditions discussed at the beginning of each session.
- If we feel it is medically necessary, we reserve the right to refer a patient to seek professional help from another health care practitioner. This may be either a referral for future follow-up or before an acupuncture treatment may be conducted. Failure to seek referred care may result in being discharged as a patient.

Clinic fee schedule (reflects amount due when paid at time of service):

Private Initial visit	\$120	Initial herbal visit	\$50	Pediatric initial visit	\$50	Community setting	\$30
Private Follow-up	\$80	Herbal follow-up	\$25	Pediatric follow-up	\$30		

*Standard clinic rates available upon request

Patient Name (print): _____

Patient (or guardian) Signature: _____ Date: _____