

Integrative Medicine Center

Office of Dr. Steve Windley

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Seymour, IN 47274
(812) 523-5865 Telephone
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Dear Patient:

I am delighted that you wish to see me as a Physician concerning 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.

Thank you again for visiting our office.

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. Dr. Windley is currently only a participating provider for SIHO, UHC, IHN, ENCORE and ANTHEM Insurance. He does not participate with any other insurance company, including Medicare/Medicaid. Our office will file your primary insurance only, as a courtesy. We are **unable** to file for **Medicare/Medicaid**. Please check with your insurance company for your specific policy requirements for a non-participating provider. 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 not the doctor. It is your responsibility to insure reimbursement. We cannot guarantee any type of reimbursement.
- Please cancel with 24-hour notice so that people on the waiting list have a chance to be scheduled. There may be a \$42.50 fee 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.

Supplements:

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 chosen for our clinic have been researched thoroughly. They are chosen for their proven efficacy and safety. Please know that a large portion of Dr. Windley's time is spent continually updating the supplements available based on the current research.

Our supplement line is constantly changing to keep up with new studies. The companies used in the clinic are also chosen because they are cost effective. We recognize you have the option to choose supplements wherever you like. Dr. Windley will try to guide you with any supplements you use, but Dr. Windley cannot guarantee the quality of other supplements that we do not carry.

Please note that 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:

Some testing that may help the doctor in assessing the best plan and diagnosis for your optimal health may or may not be covered by your insurance company. Our clinic does use several different send out laboratories. We will provide you with information upon request to call your insurance company to see if you would have coverage benefits. A few of our laboratories will bill your insurance directly, but some require payment up front from patient. The doctor will go over options with you at the time of your visit.

Thank you for taking the time to read this. All of us here at Integrative Medicine Center look forward to working with you toward regaining your health.

Please read and sign the following acknowledgment page

Acknowledgement

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 Medicare/Medicaid.

It is the patient's responsibility to contact their insurance company to check on coverage, any pre-certification that may be needed, and guidelines for your insurance policy in submitting for payment.

Some things we expect not to be reimbursed, such as supplements, and IV therapies. Some medical savings accounts will reimburse for these with documentation from physician.

Acupuncture is not covered under Medicare. Acupuncture may or may not be covered by other insurance companies. Please check your policy concerning acupuncture coverage, you may need a pre-certification, and this is my, the patient's, responsibility.

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

Patient Signature

Date

Witness

Date