

ARIZONA NUTRITION SPECIALISTS



KRISTINE J. SCHIRM M.S., R.D.
REGISTERED DIETITIAN/NUTRITION THERAPIST

1. **APPOINTMENTS:** Schedule or cancel appointments by e-mailing me @ ksrd@aznetnutrition.com or by calling 480-313-1390 to leave a message. I will return your message within 24 hours either by phone or e-mail.
2. **CANCELLATION OF APPOINTMENTS:** If it is necessary for you to cancel an appointment, please give me 24 hours notice so I can make the time available to others who need to see me. If you miss an appointment, I will need to charge you my full fee for the time slot that you had reserved. To cancel appts. You may call or e-mail me.
3. **FINANCIAL AGREEMENT:** The fee for all of my professional time will be billed at a rate of \$30.00/15minute time increments. (\$60.00/30 min and \$120.00/60 min). This includes report preparation or review, letters on your behalf, phone calls (of more than 10 minutes in duration). **All clients must pay in full at the beginning of each session.** For work outside my office, such as house calls, I charge my individual rate "door to door" - that is, for the time I am out of the office on your behalf.
4. **INSURANCE COVERAGE:** In general, most insurance companies do not reimburse for nutrition therapy services. In rare occasion that an insurance carrier will reimburse, it is your responsibility to communicate with your insurance company regarding amounts paid, amount of co-pays, etc. If in fact your insurance company does not pay for nutrition services, it is the client's responsibility to pay for all fees due.
5. **CONFIDENTIALITY:** In all matters having to do with your nutrition therapy, confidentiality will be maintained unless you have signed a written "Release of Information" to a specific individual or agency. A release of information from your therapist, physician, and psychiatrist should be signed before beginning nutrition therapy. You are asked to also keep confidential the identity of any client seen here or any information about them acquired in any group nutrition therapy settings.
6. **PHONE CALLS:** If you need to talk with me at a time other than your scheduled appointment time, you may call me at (480) 313-1390 (message only) between the hours of 9:00 a.m. and 5:00 p.m. Monday-Friday. I will return your call within 24 hours. The first 5 minutes is free. Additional time will be charged at the rate of my hourly fee. Please note that after 6:00 p.m. I do not regularly check my voice mail and calls after 6:00 p.m. will be returned the next day .
7. **NOTICE OF TERMINATION:** You may choose to terminate nutrition therapy at any time. However, it is best that you discuss your decision with your therapist first and then give me one session's notice. A clean ending is best for both of us.
8. **WHAT TO EXPECT FROM NUTRITION THERAPY:** In our sessions you will learn about nutrition and normal eating and how to implement these concepts into daily living and eating patterns. Nutrition therapy is meant to be challenging. Therefore, it is important to understand that learning to eat normally may require making minor changes, frequently. If at any time you feel uncomfortable or are unwilling to make recommended changes, please share this with me. A food diary is an essential component to the nutrition therapy process. You will be expected to keep foods records on an ongoing and regular basis. Subsequent to each appointment a progress note will be sent to your therapist (unless you request otherwise).
9. **Contract:** I have read the Outline of Clinical Practice and I accept responsibility for the financial agreement and issues of confidentiality.

Client Name

Date

