



OUR CLINICS POLICIES AND PROCEDURES

Our Mutual Partnership

We know your health is important and will do everything we can to help you feel better as quickly as possible. We consider our relationship with you to be a partnership where we will monitor, guide and direct you through each step of the process while you follow-through with the recommendations provided. This journey will take time and require both of us to fully participate in your healing process.

Initial Appointment

Your first wellness appointment will be approximately 60 minutes. During this appointment, Stacy will provide information and education about your current health concerns and provide recommendations to help restore normal function. Follow-up appointments will be required to monitor your ongoing progress.

Follow-Up Appointments

To provide regular support your health concerns, follow-up appointments will be scheduled at regular intervals as recommended by Stacy Spence. The suggested timeframe is 30 minutes however, shorter or longer appointments may be needed depending on the number or questions or health concerns. We encourage you to book your appointments in advance to obtain a time that works for your schedule. You may receive a reminder text message or email the day before your appointment.

Fee Schedule

New Patient consultation: \$150 (60 minutes)
Follow-up appointments:
30 minutes: \$80
Addition 15 minutes: +\$25

Communication Guidelines

It is expected that questions will arise during the period of time between appointments and we are more than happy to respond as quickly as possible. All correspondence should to be provided via email from the portal in order to keep your health records updated. If questions excessive or they are too complex to be answered via email, Stacy Spence reserves the right to request an additional appointment to adequately to answer them. The appointment fee will be based on the amount of time required to address any concerns. The minimum appointment time will be 15 minutes.

Financial Policy

Payment in full is due **PRIOR** to your of the appointment. If the appointment runs longer or shorter than the allotted time, the charge will be adjusted as appropriate. Botanical formulas, supplements, tests or other charges may be included with the consultation fee or invoiced separately. Once paid, the botancials/supplements will be ordered within 24 business hours and should arrive to you in 3-5 days.

Lab Testing

Any prior lab results or diagnostic tests can be sent to Stacy Spence at the following email address: vibrantlifeacu@gmail.com. Additional testing ordered by Stacy Spence will be reviewed during a follow-up appointment and copies will be provided to you at that time. Please submit any lab results into the portal.

Cancellations or Missed Appointments

If for some reason you are unable to keep your scheduled appointment, please notify us immediately before your appointment to avoid a Full Charge cancellation fee. We want to respect your time and ask that you kindly respect ours as well.

Product Returns

We are unable to provide refunds for all products for botanicals, supplements, and any other products.

Important Notes

According to the Federal Food, Drug and Cosmetic Act, as amended, Section 201 (g) (1), the term "DRUG" is defined to mean: "Articles intended for use in the diagnosis, cure, mitigation treatment or prevention of disease."

A vitamin is not a drug, NEITHER is a mineral, trace element, amino acid, herb, or homeopathic remedy. Although a vitamin, mineral, trace element, amino acid, herb or homeopathic remedy may have an effect on a disease process or symptom, this does not mean that it can be misrepresented, or be classified, as a drug by anyone.

Therefore, please be advised that any suggested nutritional advice or dietary advice is not intended as any primary treatment and/or therapy for any disease or particular body symptom. Nutritional counseling, vitamin recommendations, nutritional advice, and any adjunctive schedule of general nutrition is provided solely to upgrade the quality of foods in the patients diet in order to supply good nutrition and support the physiological and biomechanical processes of the human body.

I understand that the advice I am receiving is to help me regain normal function. I understand Stacy Spence is not a medical doctor and I am not consulting for medical, diagnostic, or any kind of treatment procedures. The services performed by Stacy Spence are at all times restricted to helping me gain a better understanding of my degree of "health" (not disease), so I can have a greater self-awareness and be able to use a self-care program for daily living.

Any wellness appointments will not involve the diagnosing, prognosticating, treating or prescribing of medicines or the treatment of disease, or any act which will constitute the practice of medicine in this state for which a license is required.

I _____ have read, understood and fully agree with the policies, recommendations and disclaimers mentioned within this document.

Signature of Patient

Date

Patient Name

MEDICAL DISCLAIMER

Stacy Spence is not a medical doctor; she does not service medical services nor is able to help with medical emergencies. The recommendations made by Stacy Spence have not been evaluated by the FDA or other governmental agencies. Please seek the advice of your primary physician with any additional questions. If you have a medical emergency, please contact your primary care physician or dial 911.

Please sign and date next page.

Signature of Patient

Date

Patient Name