

Naturopathic Family Medicine  
Dr. Deborah Sellars, N.D.  
102 Pleasant St.  
Concord, NH 03301  
(603) 856-8041 phone  
(888) 600-2939 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.

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**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 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. FSAs/HSAs cover Naturopathic medical care. Some insurance companies cover Naturopathic medical care. Please contact your insurance company directly to verify that my services will be covered otherwise payment will be expected at time of visit.

A superbill can be provided to submit directly to your insurance company.

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

**Shipment of Remedies and Supplements:** Go to [www.natuofm.com](http://www.natuofm.com) to order products. Look under patient information and then select the on-line pharmacy tab. This will direct you to wellevate.me, Restorative Formulations and Natura Health Products on-line platforms. Many products can be ordered through these virtual dispensary links.

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