



# Heavenly Bodies Clinic

Oriental Medicine & Meridian Therapy

Working With the Healing Universe Within  
In the Treatment of Chronic and Acute Illness

## Clinic Policies

### Dr. Kathe Ana

Licensed Acupuncture  
NCCAOM, Board Certified

### Tiffany Ana, Director

Meridian Exercise  
Heavenly BODYworks

### Sandi Johnson

Certified Massage Therapist

1305 N. Evergreen Street  
Arlington, VA 22205  
Ph: 703.528.8272  
Fax: 703.243.5539

[katheana@heavenlybodiesclinic.com](mailto:katheana@heavenlybodiesclinic.com)

### Acupuncture

Laser Acup  
Auricular Acup  
Essential Oil Application  
Cosmetic Acupuncture

### Acupressure

Tuina  
GuaSha

### Moxibustion

Herbal Treatment

### Neuromodulation

For neurological diseases

### Jaffe-Mellor

Technique for Joint Pain

### Emotional Freedom

Technique

### Therapeutic Massage

Reiki  
Thai  
Deep Tissue  
Pregnancy Massage

Treatment and Prevention for:  
Recovery from severe disease,  
prescription drugs and surgery

## Welcome to Heavenly Bodies Clinic

The purpose of these agreements is to allow us to provide the best service and to get the best results in the shortest amount of time. It is our experience that those patients who adhere to the following agreements get the best results.

## Treatment Series

By adding a doctor of Oriental Medicine to your health care team, you are giving yourself the very best chance for optimum health and a return to joyful living. Alternative medicine is a non-drug, non-surgical form of health care that gives your body the tools it needs to heal itself. It is our experience that patients who commit to a minimum series of 6 treatments, coming twice per week, get well the fastest.

## Payment Policy

We expect you to honor the financial agreements you make with our office. If you find that you cannot fulfill the agreement you've made, advise us immediately so new arrangements can be made. We do not bill patients, and we do not have personal cash balances owing.

## Missing or Changing Appointments

We have set up a specific course of treatment for you. A certain number of treatments in a set amount of time is required for us to get the results we both desire. Be sure to make up the missed appointment within one week. If you miss/cancel an appointment without a 2 hour notice and do not reschedule, you will be charged for the appointment.

## Progress Evaluation and Re-Exams

The fee for these services should be paid for according to the payment agreement made with our clinic.

## Diets and Food Supplements

Diets should be followed and food supplements and herbs taken if recommended. Any problem you may have with these recommendations should be communicated. We do not prescribe, but will make recommendations to help speed your recovery. You are expected to pay for food supplements at the time of purchase.

## Upsets

We are here to serve you. Please speak with your doctor about any upsetting matter. Your comments help us to serve you and others better.

## Hours

Our first appointments are taken at 8:00 am; our last appointments are taken at 7:00 p.m. Wednesday through Friday and 8:00 am to 3:00 pm Saturday. Special appointments at other times may be available and will be an additional \$50 charge.

**I have read the above and I understand and accept these policies.**

\_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Date