

Evelyn Tribole, MS, RD



Consulting Nutritionist



Office Guidelines

Welcome! I look forward to working with you in helping you to achieve the goals, which motivated you to find me. The following guidelines are established to facilitate our work together. Please feel free to comment or ask any questions. I am here to meet your needs and offer optimal care.

Confidentiality

Our sessions are held in strict confidence. A release form will be used to obtain permission to speak to your physician or psychotherapist.

Session Duration

Initial consultations are 75 minutes. Follow-up visits are 30 minutes or 45 minutes (scheduled in advance). I will make every attempt to begin sessions on time and appreciate your cooperation in ending them on time.

Billing and Insurance Coverage

It is preferable to me to receive payment at the time of your session. If you could have your check written before the session begins, we will be able to use the full session to your benefit. In some cases, I understand that it is necessary for me to bill you or another party for my services. I am happy to cooperate with you in that regard. I would appreciate payment as soon as possible upon receipt of the statement. In regard to insurance, some insurance companies cover "medical nutrition counseling"; however, many do not. If you would like, I will prepare a separate bill for you, so that you may submit it to your insurance company. Often, a letter from your doctor referring you to a nutritionist with a stated diagnosis will help in obtaining coverage. If you choose to submit an insurance claim, any reimbursement will go directly to you as you will have already paid me directly for your sessions.

Fee Schedule This fee schedule also applies for scheduled telephone sessions. Accepted forms of payment include: check, cash, credit card or debit card.

- Initial Consultations 75 minutes are \$195
- Follow-up sessions: *Regular* 30 minute sessions are \$90
Extended 45 minutes sessions are \$135

Office Hours & Reception

In my waiting room, I have a "call light" notification system, rather than a receptionist. You just simply push the button with my name on it and I will come out and get you at your scheduled appointment time. The building lobby closes at 6:00 pm. If your appointment time is scheduled after 6:00 pm I will meet you at the main entrance.

Cancellations A 24-hour notice is required for all cancellations. With such notice, I am able to schedule someone else in your time slot. Otherwise, I am unable to fill your appointment time without adequate notice and will have to charge you for the cancellation. I appreciate your cooperation in this regard.

Telephone Calls

I am available to assist you by phone for a few minutes if you need me between sessions during the week. Just leave me a message and I will return your call as soon as I can. You are welcome to leave me a short message to report your progress at any time. If you need more than a few minutes on the phone, please consider setting up an extra half session in person or by telephone that week. Unfortunately, I don't have the time flexibility to spend more than a few minutes at a time on the phone.