

**ROBYN L. GOLDBERG, RDN, CEDRD, INC.**

Nutrition Therapist  
A Professional Corporation  
9777 Wilshire Blvd. #901  
Beverly Hills, CA 90212  
(310) 273-0413

**Office Policy**

**Telephone Calls** - I am available to answer any questions that you may have in between sessions during the week for a few minutes. You may leave me a message and I will return your call as soon as possible. You are welcome to leave me a voicemail or an email stating thoughts or concerns. I will read it but print it out and save it for discussion at our next appointment. If you need to speak to me for longer than a few minutes please consider setting up an additional appointment.

**Session Time** - Initial appointments are 90 minutes and follow ups are either 30 minutes or 60 minutes. I make every attempt to begin and end each session on time. Since I schedule each client back to back I would appreciate your cooperation in ending them on time. It is important that you take into consideration the traffic, parking and possible road work that you may face which could affect you from being on time with allowing plenty of time for these obstacles.

**Fees, Billing and Insurance Coverage** - Payment is due at the time of time of your session. I accept checks, cash, Visa, & MasterCard  
I am happy to provide you with a superbill to provide to your insurance carrier with the appropriate ICD10 diagnosis Code and CPT Code.

**Cancellations** - A 24 hour cancellation notice is required and must be done via phone and not email as I do not check email daily. If you are calling to cancel via cell phone please ask me to call you back confirming that I received the message.

**Late Payments**- Late payments after 30 days will have a \$25 fee. Payments made after 60 days will incur a \$50 late fee.

Signature of Responsible party\_\_\_\_\_ Date:\_\_\_\_\_