

106 S. Rodney Parham  
 Little Rock, AR 72205  
 Ph: 501-353-2130  
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**OFFICE POLICIES AND PAYMENT PROGRAM**

**OFFICE POLICIES:**

1. Before scheduling an appointment with Dr. Villines, Medical Records must have been requested and received by THE HBO CLINIC.
2. Before beginning treatment, a physical exam by Dr. Villines must have been completed and on file in the clinic.
3. We must have a signed consent prior to beginning hyperbaric oxygen therapy.
4. If you are more than 10 minutes late for your appointment, your chamber time may be shortened.

**PAYMENT POLICIES:**

1. All treatments are to be paid in advance unless other arrangements have been made.
2. To receive a package discount, the entire package amount must be paid in advance.
3. There will be no discount for paying weekly.
4. We will accept Visa, MasterCard, Discover and American Express credit cards. We also offer a payment program through Care Credit, which offers 0% financing for up to 18 months, along with extended payment plans.
5. Checks will be accepted but will be cashed immediately. There will be a \$30.00 fee for returned checks.
6. We have a 24-hour cancellation policy. All scheduled treatments not cancelled 24 hours prior to your chamber time will be considered a “no show” and charged for half the treatment.
7. If your chamber time is shortened due to tardiness, the lost minutes will not be refunded to you.
8. If a package has been purchased and the patient is unable to complete the purchased amount of treatments and will not be returning at a later date, a refund will be issued. The amount of the refund will be the price paid minus the number of treatments completed at appropriate package rate. For example:
  - If a 40-treatment package has been purchased and the patient is only able to complete 10 treatments, you will be charged for the 10-treatment package amount and refunded the difference.
  - If the patient was able to complete from 11 to 19 treatments, you will be charged for the 10-treatment package plus the extra 1 to 9 treatments, which will be calculated at the 10-treatment package rate and then refunded the difference.
9. If a parent or caregiver dives with a child, there will be no charge for the parent or caregiver.
10. 100 % cotton must be worn by any person going into the hyperbaric oxygen chamber. You will be responsible for the purchase and maintenance of these garments.

**TREATMENT PACKAGES**

<b>NUMBER OF TREATMENTS</b>	<b>PRICE PER TREATMENT</b>	<b>TOTAL AMOUNT</b>
1	\$200.00	\$200.00
10	\$175.00	\$1750.00
20	\$150.00	\$3000.00
40	\$125.00	\$5000.00