

Dear Patients and Friends,

Academy for Five Element Acupuncture clinic is OPEN! We are ready to welcome you safely back for acupuncture. To schedule an appointment call 352.548.2332 or email us at clinic@acupuncturist.edu

We have adjusted our schedules and our office flow to maintain the maximum health and safety of our clinic community. We ask for your understanding as we all adjust to our new procedures.

Here are some of the things you can expect to experience at the clinic:

- We have eliminated seating in our waiting room and rearranged our workspaces to help with physical distancing.
- Everyone is required to wear masks (cloth or surgical) while in the building, unless you are asked by your practitioners to take them off during the appointment.
- We have implemented new hand sanitizing protocols for everyone.
- Extra time has been allotted for disinfecting the treatment rooms between each patient visit.
- Everyone completes a COVID-19 screening prior to clinic entry, and temperatures are checked at the door.
- We are gathering information through as many contactless ways as possible, including using email or Patientfusion to send you new consent forms to sign.

The procedures in place for clinic appointments are:

- We will collect payment when you book your appointment to reduce building density and contact time.
- Patients should come alone to their appointments, except if they require a helper present during their visit or are parents accompanying a minor. The person who brings the patient should wait in his/her car until the appointment is over to help us limit the number of people in the clinic at any one time.
- Stay in your car once you arrive and call or text the clinic: 548.2332. Wait in your car until you are called by your practitioner, who will speak with you briefly before directing you to enter the clinic. Please do what you need to do to stay cool in your vehicle!
- All patients will be verbally screened for COVID-19 symptoms, and anyone who is symptomatic will be referred immediately to their primary care physician and not seen for treatment.

Accepting an appointment at our clinic implies that you agree to the above guidelines. Please feel free to contact us with any questions!

If you are interested in finding out more about telehealth herbal medicine visits, please give us a call.

We will communicate any changes as we move through this process. Please let us know the best way to share information with you.

We look forward to seeing you soon.

Sincerely,

Academy for Five Element Acupuncture Clinic Staff and Interns