



Sādhanā
integrative manual therapies

OFFICIAL POLICIES AND PROCEDURES

PAYMENT POLICY

Payment is due at the time services are rendered. We accept cash, checks (from returning clients only), and credit cards.

INSURANCE

We do not accept insurance, but will provide an itemized superbill upon request.

CANCELLATIONS

24 hour advance notice is required when canceling an appointment. This allows the opportunity for someone else to schedule an appointment. If you are unable to provide 24 hours advance notice, you will be charged for the full amount of that appointment. This amount must be paid prior to your next scheduled appointment.

NO-SHOWS

Anyone who either forgets or consciously chooses to forgo their appointment for whatever reason will be considered a "no-show" and will be charged for that appointment.

LATE ARRIVALS

If you arrive late, your session may need to be shortened in order to accommodate others whose appointments follow yours. Depending upon how late you arrive, your therapist will then determine if there is enough time remaining to start a treatment. Regardless of the length of the treatment actually given, you will be responsible for cost of the full session. Out of respect and consideration for your therapist, other clients, and especially yourself (you deserve this time!) please plan accordingly and be on time. We suggest you arrive 15 minutes early to your appointment to ensure that you have time to check in.

SICKNESS

In this case, sharing is NOT caring! If you are sick or contagious, please reschedule your appointment for another time. For the wellness of all of our clients, we must decline treatment to anyone who arrives to a session sick. Arriving to a session sick will be treated as a no-show (see above).

PROFESSIONAL BOUNDARIES

Illicit or sexually suggestive remarks or advances made towards any of our therapists will result in immediate termination of the session, and the client will be liable for payment for the appointment in its entirety. Sexual requests will be viewed as solicitation, reported to the proper authorities, and the client will not be rescheduled.



PRIVACY STATEMENT

This privacy notice discloses the privacy practices for Sadhana Integrative Manual Therapies and its website, <https://sadhanaimt.com>. This privacy notice applies solely to information collected by Sadhana Integrative Manual Therapies. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

INFORMATION COLLECTION, USE, AND SHARING

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone. We will use your information to respond to you, regarding the reason you contacted us. We will not disclose identifying information to any third party outside of our organization without your written consent. Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

YOUR ACCESS TO AND CONTROL OVER INFORMATION

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

SECURITY

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at (424) 410-9377 or info@sadhanaimt.com.