



Nova Scotia College of Chiropractors

Board Policy: Payment of Fees in Advance (Prepayment of Services)

*Approved by
the Board of
the NSCC*

*Effective
November 19, 2005*

Revised

*Pages
1*

- 1. A member may accept fees or payment in advance of services under the following conditions:**
 - a.) Payment of fees in advance is optional and is at the discretion of the patient
 - b.) A patient may prepay up to any amount at their discretion.
 - c.) All financial policies shall be reviewed in advance with each patient before any prepayment is accepted.
 - d.) All prepayment plans shall be for a specified number of treatments.
 - e.) A patient is entitled to a refund at any time during the prepayment period. The refund may be prorated with the normal pay per visit fee before any remaining balance is refunded. Refunds shall be made within fourteen (14) days after a request for refund has been received from the patient.
 - f.) Charging an administrative fee or penalty for a refund is not permitted.
 - g.) The member may provide an administrative discount to the patient for receiving payment in advance.
 - h.) The member may provide additional discounts at their discretion.