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## GENERAL POLICIES

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### FEE AGREEMENT

Payment is expected at the time of the follow-up visit. If you require a receipt for any of the follow-up sessions or cancellation/late fees, please ask your practitioner to provide one for you. Fees for the follow-up instruction are non-refundable.

Cancellations less than 24 hours in advance will be charged half of the follow-up fee rate at the next follow-up. No-call no-shows will be charged the entire follow-up fee rate.

Follow-Up Fee: \$45

Pre-Marriage Follow-Up Fee: Follow-Up #s 1-5 and supplies=\$175; Follow-Up #6 and beyond=\$45

Chart Review Fee: \$25 (As determined by your FCP, a chart review rather than a full follow-up may be recommended)

### FOLLOW-UPS

*In-Person:* If you will be more than 10 minutes late for your appointment, please notify your practitioner. If your practitioner has not heard from you after 20 minutes, she will assume you will not be attending the follow-up. Please bring your chart, a pen, and any assignments to each follow-up.

*Online:* If your meeting is taking place virtually, you must email your chart and any assignments to your practitioner on the morning of your follow-up, no later than 8:00am CT. Failure to do so may result in the rescheduling of your follow-up. Your practitioner will instruct you on how to connect to the online meeting, depending on which platform she uses (i.e. WebEx, Zoom, or Skype). Please have a red pen and your user manual available. After the follow-up, please email your practitioner a corrected chart for documentation. For the best experience, it is recommended that you use a computer or device with a large screen, wall plug, and good internet connection. The late policy described above for in-person follow-ups also applies to online follow-ups.

### SUPPLIES

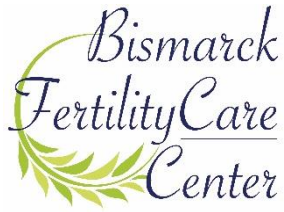
User materials are critical for effective use of the CrMS. If you choose to discontinue the program prior to the fourth follow-up meeting, you must return all supplies for a partial refund based on whatever materials remain usable. After your initial cost of supplies at the Introductory Session (\$35), if you need more supplies, you must contact your practitioner to schedule a time for pick-up or to arrange delivery the additional supplies by mail (postage paid by you). Additional supplies cost:

User Manual	\$15.00
Chart	\$5.00
Stamp Packet	\$6.00
Individual Sheet of Stamps	\$0.50
Follow-Up Form (stays in possession of FCP)	\$5.00

### OTHER INFORMATION

It is the responsibility of the couple or individual to schedule follow-up sessions with your Practitioner. It is recommended that a user of the Creighton Model should follow the regular schedule for follow-ups in the first year of learning; after that, follow-ups need to be scheduled every 6-12 months.

We strive to ensure that every client is satisfied. If you feel you do not have a good fit with your current practitioner for whatever reason, please contact Center Director, Amanda Jensen, FCP at [amanda.jensenCrMS@gmail.com](mailto:amanda.jensenCrMS@gmail.com) or 701.400.3689 or Director of Family Ministry, Tara Brooke at [tbrooke@bismarckdiocese.com](mailto:tbrooke@bismarckdiocese.com) or 701.204.7209. They will work with you to find the best practitioner for you.



Creighton Model System

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• [info@bismarckfertilitycare.com](mailto:info@bismarckfertilitycare.com) • <https://bismarckfertilitycare.com/>

## ACKNOWLEDGEMENT OF RECEIPT OF GENERAL POLICIES

My signature below constitutes my acknowledgement that I have been provided with a copy of the General Policies for the Bismarck FertilityCare Center. I understand that the Bismarck FertilityCare Center has the right to change the General Policies at any time. I may obtain a current copy of the General Policies at <http://bismarckfertilitycare.com>.

Client Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_

Client Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_