

Office Policies

Inspired Life Wellness Clinic PLLC

Mailing Address: 804 Tower Place

Mandan ND 58554

Ph: 701-989-4354 Fax: 701-425-0104

Medication Refill Policy

- Prescription refills require a 2 business day notice.
- Prescription refills are never available on weekends or holidays.
- To obtain a prescription refill you must have your Pharmacy send us a refill request.
- You may be required to have an office visit before a refill is issued depending on the type of medication, the length of time since lab tests have been performed, or the stability of your condition.

Appointment Policy

- Appointments are booked for specific times. If you are less than 10 minutes late for your appointment you will still be seen, but the session will end at the scheduled time. If you are more than 10 minutes late it will be considered a no-show and be subject to the rates listed below.
- All appointments cancelled or rescheduled with less than 24 hours notice will be subject to a \$50.00 fee. This will be billed to you immediately and is due upon receipt of billing. This is not covered by insurance. (Does not apply to patients covered by Medicaid insurance)
- All missed appointments with no contact before the scheduled appointment time will be considered a no-show and will be charged the self pay rate for a full visit - \$300.00 for a new patient visit and \$200.00 for follow up visits. This will be billed to you immediately and is due upon receipt of billing. This is not covered by insurance. (Does not apply to patients covered by Medicaid insurance)
- Two no-shows will result in the patient being dismissed from care at this Clinic. Medication refills will not be issued in this case.
- Greater than 3 rescheduled appointments with less than 24 hours notice, or excessive rescheduled appointments with any notice, will result in the patient being dismissed from care at this Clinic. Medication refills will not be issued in this case.

Contacting the Clinic

- Our office can be reached by phone at 701-989-4354 and email at inspiration@inspired-lifewellness.com.
- Messages left during office hours are generally returned the same day. However, messages left after 3pm may be returned the following business day.
- Outside of office hours please feel free to leave a message at our number 701-989-4354 and a return call will be placed the next business day.
- If you are experiencing an **EMERGENCY** please call **911** or go directly to the nearest emergency room.

Updated: 12/05/2023