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Suite 205
St Cloud, MN 56304
P) 320-253-4112
F) 320-253-4116

510 22nd Ave E
Suite 202B
Alexandria, MN 56308
P) 320-219-6800
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Welcome to Edgewater Natural Family Medicine!

This welcome letter will include all of the information needed for your initial consultation. This includes practitioner information, client informed consent, billing and supplement policies, financial policies, appointment and cancellation policies and HIPAA Authorization.

We are a full service Medical Clinic specializing in naturopathic and functional medicine, clinical nutrition, and lifestyle management. Naturopathic medicine is a distinct system of primary health care; an art, science, philosophy and practice of diagnosis, treatment and prevention of illness. Functional Medicine addresses the underlying causes of disease, using a systems-oriented approach, this engages the patient and doctor in a healing partnership. This combined approach allows us to successfully identify and treat the cause of your symptoms. Your symptoms tell a story. We're listening.

Edgewater Natural Family Medicine has two locations to serve all of your healthcare needs, located in St Cloud and Alexandria, MN. Dr. Lee Aberle and Dr. Carly Erickson are available for appointments in both locations. We believe in an integrative healthcare approach and offer a number of additional services, such as health coaching, massage therapy, acupuncture, counseling, midwifery, thermography and homeopathy at our locations.

Naturopathic Doctors attend four years of post-graduate doctoral medical training at an accredited naturopathic medical school where they are trained as primary care doctors, integrating traditional healing methods with modern scientific medicine. The training involves four years of courses with two years of supervised clinical rotations toward becoming a primary care doctor. The curriculum involves the basic sciences and clinical courses similar to most major medical schools with additional training in diet and nutrient therapies, botanical medicine, osseous and soft tissue manipulation, hydrotherapy, counseling, and homeopathy.

OUR PRACTITIONERS

Lee Aberle, ND, IFMCP

Dr. Aberle is a 2001 graduate of National University of Natural Medicine (formerly National College of Natural Medicine). Before attending medical school Dr. Aberle worked for the University of Minnesota's Department of Surgical Medicine doing NIH research into wound healing. As a medical student, she was one of the first class of interns at the nation's only Naturopathic Cardiac clinic, a research assistant to the science director of Health Notes, and provided medical care at free clinics for the needy and homeless.

She has extensive clinical experience, having worked at multiple naturopathic clinics throughout the Midwest and at her main clinic, Edgewater Natural Family Medicine, in Saint Cloud and Alexandria. She is experienced in pain management, Frequency Specific Microcurrent, Naturopathic Medicine, Functional Medicine, diet and nutrition, metabolic disease, chronic disease, lifestyle modification, healthy weight loss and Lyme disease. Dr. Aberle founded Edgewater Natural Family Medicine with a goal to move it into the forefront of integrated care in central Minnesota.

Dr. Aberle is a member of the Minnesota Association of Naturopathic Physicians, the American Association of Naturopathic Physicians, the Institute of Functional Medicine, and is Minnesota's first Registered Naturopathic Doctor. Since 2011, Dr. Aberle is a member of the advisory panel for naturopathic medicine for the Minnesota Board of Medical Practice. In 2016 Dr. Aberle completed training to become an Institute for Functional Medicine (IFM) Certified Practitioner and has started the process to become a certified practitioner through the Klinghardt Academy for Autonomic Response Testing.

Dr Aberle first decided to be a doctor when she was in junior high. In high school, she was an emergency medical technician and worked on the ambulance team for her last 2 years of high school. In present day, Dr Aberle is medical professional and natural health lecturer, she is an avid gardener who loves to use native herbs and plants in her multiple gardens. Dr Aberle enjoys walking and hiking and has been doing a 7K walk with a friend on most Sunday mornings. She and her husband Jeff have been happily married for over 25 years and travel with their godchildren every summer.

Carly Erickson, ND, MSM, IFMCP

Dr. Carly Erickson was born and raised in Alexandria, MN. She attended Gustavus Adolphus College in St. Peter, MN where she double majored in chemistry and biochemistry & molecular biology. Carly's interest in naturopathic medicine lead her to Bastyr University in Kenmore, WA. She graduated in December 2013 with a Doctor of Naturopathic Medicine degree and a Master's of Science in Midwifery in June 2014. Following graduation, Dr. Carly completed a two-year naturopathic residency at Dynamic Healing Center in Alexandria, MN.

Carly knew from a young age that she wanted to pursue a career in medicine. After shadowing numerous healthcare providers, she was introduced to naturopathic medicine. Carly attended Bastyr University because she was fascinated with natural medicine and the body's innate ability to heal itself. While there, she was also able to pursue her dream of providing maternity care to her patients by becoming a midwife.

Dr. Erickson is certified as a FirstLine Therapy Healthcare Practitioner and completed training to become an Institute for Functional Medicine (IFM) Certified Practitioner and is an IFM member. Dr. Carly is a member of the Minnesota Association of Naturopathic Physicians and the American Association of Naturopathic Physicians. Carly also has additional training in Kinesio Taping, craniosacral therapy, nutrigenomics and childbirth education. Her interests include women's health, pediatrics, natural childbirth, nutrigenomics and physical medicine.

Dr. Carly is excited to have the opportunity to provide patient care in Central Minnesota. Dr. Carly lives in Alexandria with her husband, C.J. Erickson, their cat, Izzy, and their dog, Charlie Bou. In her free time, she enjoys fishing, kayaking, walking her dog and spending time with her friends and family. Dr. Carly also serves on the boards of Local Harvest Market Co., Alexandria Dollars for Scholars and the Douglas County Relay for Life.

MN Statutes: Chapter 147E, Registered Naturopathic Doctors

Business Name: Edgewater Natural Family Medicine

Business Address: 22 Wilson Ave, Suite 205, St Cloud, MN 56304

Mailing Address: PO Box 6007, St Cloud, MN 56302

Phone: 320-253-4112, Fax: 320-253-4116

Business Address: 510 22nd Ave E, Suite 202B, Alexandria, MN 56308

Phone: 320-219-6800, Fax: 320-219-6801

Informed Consent: Dr. Lee Aberle and Dr. Carly Erickson are graduates from approved naturopathic medical education programs that meet the requirements for accreditation by the Council on Naturopathic Medical Education (CNME) or an equivalent federally recognized accrediting body for the naturopathic medical profession recognized by the board. These programs offer graduate-level full-time didactic and supervised clinical training leading to the degree of Doctor of Naturopathy or Doctor of Naturopathic Medicine.

Both Dr. Lee Aberle and Dr. Carly Erickson are registered in the state of Minnesota under Chapter 147E, Registered Naturopathic Doctors. To be registered as a Naturopathic Doctor in Minnesota you must meet the above requirement, have no history of professional disciplinary actions initiated against the Naturopathic Doctor, no history of drug or alcohol abuse, no history of misdemeanor or felony convictions and have successfully passed the Naturopathic Physicians Licensing Examination, a competency based national examination administered by the North American Board of Naturopathic Examiners.

The registered Naturopathic Doctors Scope of Practice includes but is not limited to:

- 1) ordering, administering, prescribing, or dispensing for preventive and therapeutic purposes: food, extracts of food, nutraceuticals, vitamins, minerals, amino acids, enzymes, botanicals and their extracts, botanical medicines, herbal remedies, homeopathic medicines, dietary supplements and nonprescription drugs as defined by the Federal Food, Drug, and Cosmetic Act, glandulars, protomorphogens, lifestyle counseling, hypnotherapy, biofeedback, dietary therapy, electrotherapy, galvanic therapy, oxygen, therapeutic devices, barrier devices for contraception, and minor office procedures, including obtaining specimens to assess and treat disease;
- 2) Performing or ordering physical examinations and physiological function tests;
- 3) Ordering clinical laboratory tests and performing waived tests as defined by the United States Food and Drug Administration Clinical Laboratory Improvement Amendments of 1988 (CLIA);
- 4) Referring a patient for diagnostic imaging including x-ray, CT scan, MRI, ultrasound, mammogram, and bone densitometry to an appropriately licensed health care professional to conduct the test and interpret the results;
- 5) Prescribing nonprescription medications and therapeutic devices or ordering noninvasive diagnostic procedures commonly used by physicians in general practice; and
- 6) Prescribing or performing naturopathic physical medicine.

Complaints: If the client has a complaint or concern about the care or services received, they may contact Dr. Carly Erickson, dr Carly@edgewatermed.com, phone 320-219-6800, or Dr. Lee Aberle, drlee@edgewatermed.com, phone 320-253-4112.

Complaints: If the client has a complaint or concern that can't be resolved about the care or services received, they may also contact the Minnesota Board of Medical Practice, at:

Minnesota Board of Medical Practice
2829 University Avenue SE, Suite 500
Minneapolis, MN 55414-3246
Main Telephone Number: [612-617-2130](tel:612-617-2130)
Fax Number: [612-617-2166](tel:612-617-2166)
E-mail: Medical.Board@state.mn.us

Fees:	Dr. Lee Aberle patient visit	\$210 per hour
	Dr. Carly Erickson patient visit	\$210 per hour
	Health Coaching	\$60 per hour
	Massage Therapy	\$60 per hour
	Body Composition Analysis (BIA)	\$35.00
	Lab Tests	per item
	Nutraceuticals	per item

The client has a right to reasonable notice of change in services, charges or policies.

POLICIES

Payment: Payment is **due in full at the time of service**. No natural supplements or laboratory tests can be issued without payment in full at the time of service. Credit card services are available for Visa, MasterCard, Discover and American Express. Checks that are returned from your financial institution will be subject to a \$30.00 returned check fee. This fee covers the processing fees that are charged to our office. Any account balances over 30 days will be assessed a fee of 1.5% per month (18% annually) of the balance due. A finance charge is added to accounts each month that the bill is not paid. All accounts over 90 days will be notified in writing before the account is transferred to a collection agency. In the event any costs are incurred in the collection process (such as agency fees) due under this agreement, the additional cost will be added to the patient account.

Payment plan: We are aware that unexpected medical costs can significantly impact your budget and we want to make our services as affordable as possible. For this reason, we offer payment plans for those that need them. A service fee of 1.5%, or a minimum of \$5.00 will be added to the total balance. We expect that patients will be able to pay off past due balances within 90 days. In the event your account becomes past due and is referred to an outside collection agency or attorney, you will be responsible for the collection costs (up to or above 33% of the balance due), along with reasonable attorney fees and court costs incurred.

Insurance: Most insurance companies do not cover naturopathic care in Minnesota, however flex plans or HSA's will. We do not bill insurance, but will provide an invoice with all relevant procedural (CPT) and insurance (ICD) codes if you wish to submit a claim to your insurance company for reimbursement consideration.

Refills: Nutraceutical refills are determined by your ordering Doctor. Please call either our St Cloud location at 320-253-4112 or our Alexandria location at 320-219-6800 or email your refill needs to refills@edgewatermed.com and the request will be sent to your ordering Doctor for approval. Upon

approval, your refills will then be ready for pickup, or mailed. Special orders must be paid in advance and are non-returnable.

Mail Order/Direct Ship Services: We will mail your nutraceutical refill order or have them shipped to you direct from the company. Orders need to be paid in full prior to shipping, and as such, we require a credit card on file for all mail orders and direct ship orders. There is a \$10.00 shipping and handling charge (continental US) applied to each order. Orders over \$250.00 will receive FREE shipping. Orders can take up to 7-10 days to arrive, so plan ahead with your orders.

Discounts: We offer the following discounts:

Thrifty Thursday: Every 2nd Thursday of each month we offer a 15% discount on all nutraceutical supplements and a 50% discount on Body Composition Analysis (BIA).

Financial Hardship: 10% discount for all services and nutraceuticals. Must meet income guidelines.

Veteran/Military: 10% discount applies to all services and supplements. Labs are excluded. Must be verified by Military ID.

Referral Credit: A \$25.00 credit will be issued to you for a patient referral, when the referral has been established as a patient. A \$25.00 credit will also be issued to the person referred by you.

Appointments: Initial office visits are scheduled for 60-90 minutes. Your Doctor may charge for time spent on your case, which could include doing research or writing extensive treatment plans, and the amount of time they actually spend with you in your visit. Follow up office visits vary depending on client needs and services rendered, but the average length is 15-45 minutes. If you need to cancel or reschedule an appointment, please give a 48-hour notice so we can schedule another patient at that time. **A fee of half the rate for the scheduled time will be charged to the patient for missed appointments and late cancellations at the discretion of the clinic. Please note that repeated cancellations or missed appointments (2 missed/cancelled appointments within a 12-month period) may result in a loss of future appointment privileges.** We also respect your time and will contact you as soon as possible if a situation arises that doesn't permit us from keeping our scheduled appointments.

Telephone Consultations: We encourage you to call and ask questions! Our front office staff are trained and can assist you for clarification of treatment plans, lab questions, or procedures. If new symptoms or concerns arise a visit will need to be scheduled. We offer telephone consultations in place of an office visit to save you travel time and expense. **Any call that requires new instruction, case analysis, or treatment recommendations from your health care provider will be billed at the same rate as an office visit.** We require a credit card on file for this service.

What to Expect on Your First Visit: Your first visit will consist of a Body Composition Analysis (BIA) and then a visit with the doctor. Depending on your needs, the doctor may start treatment right away, but it is normal on the first visit for the doctor to gather information and then finalize a treatment plan on the second visit. This depends on the complexity of your case and goals.

We ask that you fill out an intake form ahead of time. This will save the doctor time in your appointment, which will save you money. If you are unable to fill out the form beforehand, then you will need to arrive 60-90 minutes ahead of time to fill this paperwork out. New patients who do not have this paperwork prepared ahead of time may have their appointment rescheduled at the doctor's discretion and be billed a fee of half the rate for the scheduled time.

You may be asked to fill out paperwork online through our Power 2 Practice system. This would be set up when you schedule your appointment. An email will be sent to you with all of the information you need to set up your own patient portal, which is where you will also fill out your intake forms. It is still important to have the online forms filled out before your scheduled appointment. If they are not completed, we may have to reschedule your appointment and bill a fee of half the rate for the scheduled time.

Supplements, other medications, and lab costs are in addition to your office visit and Body Composition test. The doctors will work with you to find an effective treatment plan that matches your health goals and budget whether those goals are slow and steady, or aggressive and fast.

PLEASE BRING THE FOLLOWING TO YOUR FIRST APPOINTMENT:

1. **INTAKE FORM**-found on our website, www.edgewatermed.com or in your Power 2 Practice patient portal.
2. **ALL SUPPLEMENTS**, vitamins, minerals, herbs, homeopathics, pharmaceuticals, etc. that you are **CURRENTLY** taking.
3. **ANY LAB RESULTS** you have had completed in the past few years.

HIPAA Authorization: I understand that I have certain rights to privacy regarding my protected health information. These rights are given to me under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that by signing the consent I authorize you to use and disclose my protected health information to carry out:

1. Treatment (including direct or indirect treatment by other healthcare providers involved in my treatment),
2. Obtaining payment from third party payers (e.g. your insurance company),
3. Day to day operations of the practice,
4. Other needs as related to ongoing treatment, study, consultation, or other needs as they relate directly or indirectly to treatment.

I have also been informed of and given the right to review and secure a copy of your Notice of Privacy Practices, which contains a more complete description of the uses and disclosures of my protected health information and my rights under HIPAA. I understand that you reserve the right to change the terms of this notice and that I may contact you at any time to obtain the most current copy of this notice.

I understand that I have the right to request restriction on how my protected health information is used and disclosed to carry out treatment, payment and health care operations, but that Edgewater Natural Family Medicine is not required to agree to these requested restrictions. However, if Edgewater Natural Family Medicine agrees, then Edgewater Natural Family Medicine is bound to comply with this restriction.

I understand that I may revoke this consent, in writing, at any time. However, any use or disclosure that occurred prior to the date I revoke this consent is not affected.

Please do not hesitate to contact us if you have any questions or concerns about any of the information in this letter. We are here for you and are happy to help!