

Name: _____ MRN: _____

Program Policies & Commitments

Program Description:

- Phase 1: Active Weight Loss (weeks 1-16)
 - Meal replacement beginning in week 2 of the program
 - Weekly group sessions (60-90 minutes)
 - Periodic medical checks, lab tests, and EKGs
 - Mandatory purchase of all meal replacements during this phase
- Phase 2: Continued Weight Loss / Early Maintenance (weeks 17-30)
 - Transition from meal replacements (weeks 17-20)
 - Weekly group sessions (60-90 minutes)
 - Mandatory purchase of all meal replacements between weeks 17-20. Optional purchase of additional meal replacements between weeks 21-30
- Phase 3: Long-Term Maintenance (weeks 31-82)*
 - Weekly group meetings (60 min)
 - Optional purchase of additional meal replacements – up to 3 per day

For our part of this agreement, we commit to:

1. Begin weekly groups on time
2. Maintain confidentiality
3. Call you if you are absent and we have not heard from you
4. Provide medical supervision as indicated by program protocol
5. Create and maintain a safe and supportive environment
6. Facilitate and moderate group discussions to maintain the best interests of the group

For your part of this agreement, you commit to:

1. Arrive on time, and stay for the duration of the class
2. Attend class regularly for the first 30 weeks of the program
 - Be especially careful not to miss meetings while in active weight loss (weeks 1-16). Make every effort not to schedule vacations or business trips during this time.
 - Missing 2 consecutive meetings or missing more than 4 classes total may disqualify you from the program.
 - Call the office or the group leader in advance if you are unable to attend a meeting.
3. Maintain the confidentiality of information shared in the class
4. Let us know if there is something that bothers you about the program or staff. In most situations, the group leader is probably the best person to talk to about problems.
5. Make every effort to consume only meal replacements from week 2 through week 16. Let your provider know if you are eating other food, as it may affect your lab results and health. We understand that this is very challenging, and encourage you to bring it up at group meetings so you can get the support you need.
6. Make appropriate lifestyle changes to improve long-term success, including increasing physical activity
7. Notify the medical care provider about any changes in medications or in your medical status.
8. Complete all required lab work, medical checks and EKGs
 - Failure to complete lab work, medical checks or EKG will result in termination from the program.
 - Lab work should be completed within a week of the request.
9. Arrive 45-60 minutes before class to register, complete lab work and medical checks.
10. Check the accuracy of all product orders before leaving the clinic. We CANNOT issue refunds or exchanges.
11. Abstain from all alcohol and street drugs

Financial Commitment:

	Monthly Payment	Total Cost
Health Assessment (paid before classes begin)	\$280	\$280
Weeks 1-20 (5 months)	\$360	\$1,800
Weeks 21-30 (2.5 months)	\$280	\$700
Weeks 31-82	\$0*	\$0*
<i>Estimated</i> meal replacement cost (dependent on meal replacement products purchased)	Paid weekly in weeks 1-20	\$1,795
Total Estimated Cost		\$4,575

Refund Policy: The \$280 fee for the Health Assessment is non-refundable unless you cancel or reschedule your appointment one week prior or medical contraindications make you ineligible to start the program. Once you start the program, all program fees and meal replacement fees are non-refundable.

* You must complete week 30 of the program to be eligible for the Long-Term Maintenance phase.

Product Purchase Policies and Procedures:

- You will be required to purchase the following meal replacement products:
 - Full meal replacement in weeks 2-16, which includes 4-5 shakes and 1-2 bars per day, totaling 6 servings per day. You may need to purchase additional daily meal replacements during this phase as indicated by your program medical provider.
 - Partial meal replacement during transition, weeks 17-20, as follows:
 - Week 17: 5 meal replacements/day
 - Week 18: 4 meal replacements/day
 - Week 19: 3 meal replacements/day
 - Week 20: 2 meal replacements/day
- You may purchase an extra 1-week supply of meal replacements (42 shakes and bars) once during active weight loss (weeks 2-16) to have available in case of an emergency.
- You must attend your weekly group sessions and complete all labs and medical checks, as scheduled and required by your program medical provider in order to purchase meal replacement products.
- We cannot exchange meal replacement products once they have left the building. No refunds will be given for meal replacement products.
- You may not sell the meal replacements products purchased through this program.
- The meal replacement product is not to be stored in extreme temperature (e.g., a car exposed to the summer heat). The product is best stored at room temperature.
- You may purchase meal replacement products following the active weight loss and maintenance phases of the program (after week 20) to lose additional weight or to manage your long-term weight. We require that you remain actively involved in the program through week 30 to be eligible to purchase meal replacements.
 - If eligible, you will be able to supplement your caloric intake with up to 3 meal replacements per day.
 - Meal replacements are available for purchase in person during the program's hours of operation.
 - You must weigh-in to purchase meal replacements.

I acknowledge that I have read the Medical Weight Management Program Policies & Commitments. I understand that progress reports may be sent to my primary care physician as appropriate. I understand and accept my responsibilities as outlined in this agreement.

 Signature of Member

Date

 Signature of Program Facilitator

Date