



Psychiatrist/Patient Policy Agreement

Appointment Policy

Appointments may be scheduled by phone or online. If you are unable to come to your appointment, please give at least 24 hours’ notice. If you provide less than 24 hours’ notice (or no notice), you will still be charged a \$100 no show/same day cancellation fee. Copayments, if any, are collected on the day of your appointment. Initial

Psychiatrist/Patient Communication

Routine telephone messages during the normal business day

When you call the office, you need to leave a message via receptionist or voicemail. We will return the call within 2 business days. If for any reason you do not receive a phone call back within 2 business days, please call back to remind us to call you. Please speak slowly and leave your full name, spelling of your last name, and phone number(s) where you can be reached. Initials

Routine Telephone Messages after hours, weekends, and holidays

During weekend, after hours (5pm until 8:30am), and holidays, please only call if you have an urgent issue. We will do our best to return your phone call as soon as we can. Please note, also, that we will attempt to call twice, but we may or may not leave a message due to confidentiality reasons. Initials

Emergencies

If you have an emergency such as a serious side effect to a medication or suicidal/ homicidal thoughts, or other life-threatening conditions, please go to the nearest Emergency Room or call 911. Initials

Reminder Calls

Reminder calls for appointments may be placed as a courtesy. These calls are not mandatory and not receiving a reminder does not mean you no longer have an appointment. Initials

Prescriptions

Medication management takes place during your session. This includes prescribing new medication, renewals of existing prescriptions, and changes in medications and dosages. Medications are prescribed to last until your next appointment. If you miss an appointment, it is your responsibility to request a refill so that you do not run out of medication. Please notify the office 7 days prior to refilling your medication. We may not give a refill if we have not seen you recently and/or feel that an office appointment is clinically indicated. Please do not rely solely on your pharmacy to contact us. If a Prior Authorization is needed, please allow 5 business days for Prior authorization to be processed.

It is the responsibility of the patient to follow up with the insurance for the status of any prior authorization. Initials

Print Name:

Patient Signature:

Date: