

OFFICE POLICIES

FEES AND PAYMENTS

A \$15.00 service charge will be applied to your account if payment is not received at the time of your visit. If you are going out of your insurance network, the office will provide you with a receipt that you can submit to your insurance company. All of the necessary information required by your insurance company is on the receipt.

There will be a \$30 service charge for all checks returned for non-sufficient funds. We will no longer accept payment by check if more than two checks are returned. Payment will then need to be made by cash or Visa/Mastercard.

NEW FEE SCHEDULE AS OF 03/01/2011

PSYCHIATRY:

Evaluation session.....	\$225
45 minute session	\$185
20/30 minute session.....	\$135
Brief medication session.....	\$ 75

PSYCHOLOGY:

Evaluation session.....	\$200
Full therapy session	\$150
Group session	\$ 45

SOCIAL WORKERS

LICENSED PROF. COUNSELORS

Evaluation session.....	\$160
Full therapy session	\$135
Group Session.....	\$ 45

***Please be aware that this is the first increase in our fees since 2007*

PROPERTY DAMAGE

If the office or bathrooms are damaged by your child, you will be charged the cost of repairing that damage.

APPOINTMENTS

All patients are seen by appointment only. This office has a 24-hour cancellation policy. **FULL FEE (ACCORDING TO THE ABOVE FEE SCHEDULE) IS CHARGED FOR ALL MISSED APPOINTMENTS OR APPOINTMENTS CANCELLED WITH LESS**

THAN 24 HOURS NOTICE. Monthly payments may be made towards missed/broken appointments. However, the balance must be paid in full within six months.

If you have not been seen for six months, your chart will be closed. If you decide to return to the practice, you will be considered a new patient. This will require a new evaluation.

PHONE CALLS

Phone calls are taken in the office between 8:30 a.m. and 4 p.m. Monday through Friday. If a true emergency arises after these times, the answering machine will instruct you to contact our answering service. The answering service will contact the appropriate member of the Practice. All calls for prescription renewals must be placed by 3 p.m. Any requests for prescriptions that are made after 3 p.m. will be phoned into your pharmacy the following day (Monday through Friday). Requests made for prescriptions on the weekends will be phoned in by the physician on call. You will be given only enough medication until Monday.

FEES FOR SERVICES NOT COVERED BY INSURANCE

Letters Requested by Patient:

\$15-\$50 (depending on provider's time)

Forms Requested by Patient:

\$15-\$50 (depending on provider's time)

Medical Record Copies:

\$15 plus \$1.00 per page

Psychiatric Evaluation Report:

\$150 - \$250

WE REQUIRE 10 DAYS NOTICE FOR ANY OF THE ABOVE SERVICES. IF YOU REQUIRE THESE SERVICES SOONER THAN 10 DAYS, THERE WILL BE A \$25 ADDITIONAL SURCHARGE.

FEES FOR THE FOLLOWING SERVICES ARE PRORATED & BASED ON THE PROVIDER'S FULL-SESSION FEE:

Non-Emergency phone calls over ten (10) minutes

Reports

School Meetings (including travel time)