

Dear New Patient,

Welcome. In order to make your visits with me as productive as possible, I am asking that you be aware of the following office policies.

Sessions: Sessions are 20 or 30 minutes respectively.

Cancellations: Please allow 24 hours notice for cancellations. You will be charged a fee of \$50 for missed appointments that were not cancelled and appointments cancelled with less than twenty-four hours notice. This charge is not billable to the insurance company since this a fee for policy rather than a fee for service. Therefore, the patient is responsible for this charge.

Payments: Payment is due at the end of each session. Payments may be cash or check. My office will be happy to submit a claim to your insurance company for reimbursement to you. All other charges, i.e. missed appointments and phone calls, will be billed to the patient separately.

Phone Calls: Any phone consultations that were not previously arranged or excessive phone time will be charged a fee of \$50 per 15 minute increments.

Refills: You must give the office two days notice. You will need to give the following information: Your Name, Date of Birth, Medication Name, Strength & Dosage and the Pharmacy's Name and Phone Number. If you have not been seen in 6 months, you will need to make an appointment before refills can be given.

Please sign and date stating that you understand the above policies.

Name

Date

Sincerely,

Deborah Drumm APN, BC