

General Office Policies

Appointments:

Office visits are scheduled for specific dates and times. Sessions can be scheduled for 15, 25, 45 or 60 minutes. It is important that the sessions begin and end on time.

A 24-hour cancellation notice is required to avoid a charge for this time. Cancellations for a Monday appointment should be made no later than Friday morning. If you are ill or have another emergency please notify the office as soon as possible at 615.269.4557.

Fees and Insurance:

Payment is expected at the time of services. Our practice does not accept credit or debit cards.

Statements are mailed on a monthly basis to those with an unpaid balance. If you keep your balance at zero but plan to file for out-of-network benefits with your insurance company, please let the secretary know you will need a statement mailed as well. This document will provide you with the necessary information you will need to submit your claim.

For out-of-network claims, please inform your insurance company to reimburse you directly, not the physician who provides your care.

This office will not bill your insurance company.

Fees apply to telephone conferences, telephone sessions, reports (legal, school, other), and insurance/ pharmacy prior-authorizations.

Prescriptions:

New prescriptions and refills should be obtained at scheduled appointments. If a prescription is needed between appointments, please call the office Monday through Thursday between 9am and 4pm.

Please give as much notice as possible for prescriptions (one week requested).

Refer to fees section above for information regarding prior-authorizations.

Emergencies:

In the event of an emergency (a situation which requires immediate attention to oneself or one's family as there is concern about potential safety threat), call 911 or go to the nearest hospital emergency room.

Hospitals that provide emergency psychiatric assessment and recommendations include:

Vanderbilt Respond: 615.327.7000

Parthenon Pavilion 615.342.1400

If you need to speak to me urgently, please call 615.269.4557 and inform the office/answering services. I will be contacted immediately.

If I am not available (not on call or away) emergency situations will be covered by a psychiatrist physician colleague. You will be referred to this physician by the office or answering service.

Termination:

If no contact or appointment has been made with me in 6 months, it will be considered your notice to termination. If at a later date you wish to reinstate your care, you are welcome to call and register as a new patient.