

AFFILIATES

IN BEHAVIORAL HEALTH, LLC
6133 Rockside Rd., #207, Rockside Square Two
Independence, Ohio 44131
Phone 216.520.5969/ Fax 216.520.5098
www.affiliatesbh.org

OFFICE POLICIES

Below is a list of our standard office policies. Please be sure to read through and then sign and date at the bottom. This will acknowledge that you have read and understand our policies.

- There will be a charge for late cancellations (cancellations **not** made with more than a 24 hour notice) and for no-shows. ***Insurance will not reimburse for any missed appointments or late cancellations.***

The missed appointment/late-cancel fees are as follows:

- \$60.00 for all clinicians
- \$50.00 for the psychiatrists
- \$150.00 for initial visit for the psychiatrists
- Should you late cancel or no-show for 2 appointments it is the clinicians/psychiatrists discretion to discontinue your treatment with our office. Should that happen, you will be given at least 3 references of other clinics that you could contact.
- There is a 48 hour turn around time on all medication requests. Please be advised that our psychiatrists are not here everyday and we need to get in contact with them to advise them of the request.
- There is a 48-72 hour turn around time on all medical records requests. Please be advised that a current release of information form **must** be signed and on file for any records to be released.
- Copays are expected to be paid for at the time of your visit.
- Please be sure to advise the office staff of any changes made to your insurance coverage or address. If there has been a change in your insurance, please notify us immediately so that we can process your claims correctly. Also, please be sure to bring in or fax [(216) 520-5098] us the updated insurance card (front and back).

Patient/Guardian Signature _____

Date _____