



The Center *for* Healthy Minds

Office Policies and Procedures:

| | | Dr. Rothbort | Dr. Sullivan |
|--------------------|-----------------------|-----------------|--------------|
| Initial Evaluation | (>one person present) | \$900.00 | \$750.00 |
| Initial Evaluation | (one person present) | \$600.00 | \$500.00 |
| Follow up Session | (20-30 minutes) | \$275.00 | \$225.00 |
| Follow up Session | (45 minutes) | \$350.00 | \$300.00 |
| Complex Sessions | (60 minutes) | \$450.00 | \$400.00 |
| Phone consultation | | \$ 10.00/minute | |

- **Missed appointments** will be billed according to the regular fee schedule unless cancelled 48 hours in advance. This gives me adequate time to schedule another patient in that time slot. More than two missed appointments or late cancellations may be grounds for termination of treatment.
- **Late arrivals** will be billed according to the regular fee schedule. If you arrive late to a scheduled appointment, I will see you for the remainder of the session. If you arrive after the appointment time has ended, the appointment must be rescheduled. In either case, full payment is expected. I am aware that often there is a high volume of traffic en-route to this office. Please leave ample time to arrive on-time to your appointment.
- **Unused session** time will be billed according to the regular fee. If you but complete your appointment in less than the scheduled time, you will still be charged the regular fee as written above.
- I am an out of network provider and do not accept insurance. I do not participate with insurance plans because they often dictate the type, frequency, and amount of care they will allow, which impairs my ability to provide optimal treatment. Therefore, full fees are to be paid directly at the time of service. Insurance claim forms must be filled out by the patient/family with reimbursement sent directly to the patient/family.
- Outstanding balances are not permitted. Full payment must be made before new appointments can be scheduled. Non-payment will be grounds for termination of treatment.

- In families where the parents are separated or divorced, the parent who initiates treatment is responsible for payments.
- Patients must be seen at least once every three months.
- I speak on the telephone for emergencies only. If you have a question or concern between appointments, please explain your question to Donna. She will ask me and call you back with a reply. If you feel you must speak to me directly, phone consultations with are charged at the fee of \$10.00 per minute.
- Medication changes are not made over the phone.
- Case Management Fees: Clinical work with children and adolescents often involves collateral contact with teachers, other physicians, and other professionals. In order for me to speak with these professionals a release must be signed to give me permission. I understand that phone contacts of more than 5 minutes will be billed at a prorated fee of \$10.00 a minute. Phone contact includes communication with the patient, family members, school, other providers, etc.
- Reports: Formal reports are not included in the initial evaluation fee. If you require a formal written report, please allow 2-3 weeks from the time of request until receipt. Reports are extremely time consuming and take many hours to complete. The cost for an additional report will be determined based on the time involved in its preparation; simple forms can cost \$10.00 and up.

These policies will enable me to provide the best possible care to you and your family. Thank you for your cooperation.

Signing below indicates you have had the opportunity to read this document and ask any questions, understand the terms of this document, and agree to follow them.

Patient/Parent Signature

Date