

Notes About Policy

Missed Appointments

If it is necessary to miss an appointment, please call the office at least 24 hours in advance. If three (3) appointments are missed or are canceled with less than 24 hours notice, or a combination of the two, then the patient will no longer be seen by Dr. Steven Israel and will no longer be able to receive medications or prescriptions from him. The first three appointments missed or canceled with less than 24 hours notice will be billed at \$40 for 15-minute appointments and \$80 for 45-minute appointments. Insurance will not cover these fees.

Coming Late to Appointments

If you arrive late for an appointment, every effort will be made to provide clinical service. Unfortunately, service cannot be guaranteed and you may be asked to wait and see if scheduling allows for you to be seen. If you know you are running late, you might prefer to call and reschedule for a later date. We will try to arrange an appointment for you as soon as possible. If you cannot be seen the day of your appointment it will be deemed a missed appointment, as you were not present at the time of the appointment

Request for Forms

Due to time demands, requests for completing forms (for insurance, disability, employers, etc.) must be scheduled in advance. You must bring all necessary materials and be present when the report is written or the forms are completed. Forms cannot be dropped off at the office and completed at a later time. Be sure to schedule for sufficient time for the form to be completed. Insurance may or may not cover these charges. A charge will be assessed at the time the form is completed. Please note that this is a clinical practice and that there are psychiatrists who devote their time to specialized evaluation and reporting who might be better suited to meet these demands.

Refilling Prescriptions

Dr. Israel attempts to provide a prescription with sufficient medication to last until your next appointment, which is scheduled at an interval deemed appropriate for necessary clinical monitoring. If a refill is needed before your scheduled appointment, the office requires at least 72 hours notice before the refill is needed. Refilling prescriptions without seeing a patient is considered a courtesy and is not regular practice and should not be abused. If too much time has lapsed since your last appointment with Dr. Israel, the refill may be denied.

I understand the above stated policies of this practice.

Signature of Patient/Patient Representative

Date

Relationship to Patient