



## 2010 Policy Update for Psychiatry Clients

Our goal is to ensure that you continually receive quality care at The Stone Foundation. To that end, we would like to highlight the following updates to our administrative policies regarding the provision of psychiatric services. Effective January 1, 2010...

- ✦ A \$25 annual administrative fee will be assessed to each psychiatry client. This fee will cover the cost of medication management including but not limited to records request, refill coordination, pharmacy follow up, lab work information, etc..
- ✦ A record release must be completed before your psychiatrist will speak with **any person** regarding any aspect of your care, to include your medications, appointments, medical history, symptoms, side effects etc.
- ✦ **10 days must be allotted for all refill requests. THERE WILL BE NO EMERGENCY REFILL REQUESTS!!**
- ✦ Clients that do not keep regularly scheduled medication management appointments will not be eligible to receive refills from the psychiatrist. You must be seen within a 3 month time frame in order to receive a phone refill.
- ✦ Psychiatry is a high demand service. Please note that cancelling your appointment may result in your being rescheduled three months out. Cancelled appointments are not necessarily given priority to reschedule.
- ✦ Three cancellations or no shows may result in your being asked to leave the practice.
- ✦ Medication changes, to include new prescriptions can only be made in person, via an appointment with the psychiatrist.
- ✦ For comprehensive and quality care, it is advised that each client receiving psychiatric services at The Stone Foundation receive therapy services as well.
- ✦ **No balance will be allowed to exceed \$75.**

My signature below denotes that I have read and understand the policies above and agree to abide by them.

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Client (sign & date)

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Psychiatrist (sign & date)