



PRACTICE POLICIES

I understand that court-ordered or formal legal evaluations, as well as disability evaluations are outside the scope of Dr. Newman's practice, and not offered at Front Range Psychiatry, LLC (FRP).

Dr. Newman is unable to comment on my ability to work until a treatment period of at least 6 months of care, and in that case her opinion may differ from my own. If I am specifically seeking care related to one of these issues, I understand that FRP may not be able to see me, but will assist in making recommendations to see another provider.

Payment & Cancellation

This practice does not accept Medicare or Medicaid. I will notify FRP if I have (or obtain) Medicare or Medicaid coverage while we are working together.

I understand that I am solely responsible for the payment of my (or my child's) treatment. Payment for services is due at the time of service. For new patients, 50% of the new patient appointment fee will be collected when the first appointment is scheduled. The remaining balance will be charged on the date of service/new patient appointment.

Appointments cancelled or rescheduled with at least **48 business-hours'** notice will receive a full refund of the prepayment. The pre-payment will not be refunded for cancelled appointments with less than 48 business hours' notice or missed/no-show appointments. New patients must pay with a credit card for the first intake/consultation appointment, and a credit card must be kept on file for any missed future appointments.

Missing appointments interferes with the efficacy and continuity of your care. **A pattern of repeatedly missing appointments is grounds for termination of care.**

If payment is 60 days past due, FRP reserves the right to utilize legal resources such as collection agencies or small claims court in order to obtain payment for FRP services. A credit card will be kept on file as per the credit card authorization form and will be charged if payment is not received at the time of service.

Calls & Prescriptions

Prescriptions and refills are to be addressed during appointments. I understand that FRP does not provide 24/7 emergency care and that phone calls may not be answered immediately. FRP will return calls within 1-2 business days.

I understand that emergencies must be handled by calling 911, going to the Emergency Room or calling the Colorado Crisis Line Colorado Crisis Services line at 1-844-493-8255, text TALK to 38255.



Phone calls or paperwork (such as insurance forms or extensive collaboration with other clinicians) requiring more than 5 minutes outside of scheduled appointments may incur fees based on time spent at the rate of \$300/hour. Urgent refill requests in special circumstances may take up to 48 business hours to be handled.

A fee of \$50 is assessed for any medication prior authorization that requires more than 15 minutes of my time. Fortunately, most medications do not require prior authorizations.

If paperwork is required for any reason an appointment will be scheduled and the paperwork will be completed together during the session. If I ask FRP to complete paperwork or write a letter outside of a session a \$100 fee will be assessed.

Insurance

Front Range Psychiatry, LLC does not accept insurance and is considered an out-of-network provider. However, many insurance companies will provide partial or full coverage for services rendered by a psychiatrist. If I plan to use my insurance, it is my responsibility to check with my insurance company for specific benefits applicable to my plan. Additionally, whether psychotherapy and medication treatment are allowable expenses with my Health Spending Account (HSA) or Flexible Spending Account (FSA). Dr. Newman can provide an itemized bill (superbill) that can be submitted to the insurance company or HSA/FSA for entitled reimbursement.

Questions I may want to ask of my insurance provider prior to first visit:

- Do I have mental health insurance benefits?
- What is my deductible and has it been met?
- How many sessions per year does my health insurance cover?
- What is the coverage amount per therapy or medication session?
- How much will I be reimbursed (%) if I pay out of pocket?
- Is approval required from my primary care physician?
- How do I request reimbursement?

PROFESSIONAL FEES:

New patient evaluation, Adult, age 17 and up, 60-75 min	\$350
Medication management visit, 30 minutes	\$175
Psychotherapy and medication management, 45 min	\$250

Medical Records

FRP is required by law, to keep complete medical records. Electronic records will be encrypted, and under biometric or password protected security. Any written records will be kept locked. I am entitled to review my medical record at any time, unless FRP feels that by viewing my records, my emotional or physical well-being will be jeopardized. If I wish to view my records, it is recommended that I review them together with FRP to minimize any confusion or misinterpretation of medical terms. Time spent



collecting, printing, copying, and summarizing the medical record will be charged the appropriate fee (see above).

Ryan Haight Act

Providers may not prescribe controlled substances without an in-person examination at least once per year, per the Ryan Haight Act. Therefore, FRP cannot prescribe stimulants via telemedicine, unless we have already established a relationship from an in-person visit.

Controlled Substances

Medications such as benzodiazepines and stimulant medications used for ADHD (Ritalin, Adderall etc) are carefully monitored by the Drug Enforcement Agency. I understand that these medicines have abuse potential among other safety risks, and that I will only use them if/when directed by FRP, while under the care of Dr. Newman. I am aware that Dr. Newman has a right and responsibility to check the Prescription Drug Monitoring Program (PDMP) database for the status of these prescriptions, and may, on occasion request a urine drug test to remain on them. I agree not to mix controlled substances with illicit drugs. If there are any indicators that such medications are being abused, misused or diverted, Dr. Newman has the right and responsibility to stop prescribing them. This may be grounds for termination of care or referral out.

Confidentiality

The security of sensitive patient information is of utmost importance to Front Range Psychiatry, and is bound by law to protect confidentiality. Any disclosure of treatment to others will require the patient's explicit written consent. However, FRP is a mandated reporter under certain situations. If indications of child abuse or planned bodily harm to oneself or to others come to light in the course of treatment, FRP is legally bound to report these to the appropriate authorities. Please see attached privacy information form for more details.

Patient Rights

You are entitled to the highest quality of psychiatric care available. Psychotherapy is a joint undertaking, with rights and responsibilities shared by both of us. At your initial visit, Dr. Newman will conduct a thorough review of your current complaints and of your background. By the end of the initial visit, Dr. Newman will offer preliminary impressions, and we will discuss treatment options. One of the most important aspects of a therapeutic relationship is the goodness-of-fit between therapist and client, so the initial visit is also your opportunity to determine for yourself if Dr. Newman is the right therapist or treatment provider for you. If after the initial assessment we determine it is a poor fit, Dr. Newman will make referrals to other providers that may be a better option for providing treatment. Over time, these office policies may be adjusted. Dr. Newman will attempt to inform you in advance of all changes.

Release and Statement of Responsibility

1. I have read and understand the above information.



FRONT RANGE PSYCHIATRY

2. I agree to the terms of the office payment and cancellation policies.

Signature required (Patient or Guardian)

Today's Date

Patient Name (Printed)

Today's Date