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Welcome to the office!

Office Policies and Financial Agreement

This information will orient you to my practice. Please ask me about anything that is unclear, or any special circumstances you may have.

Sessions are either 45 minutes long (full visit) or 20-25 minutes long (half visit).

Telephone: for confidentiality, only I myself check my messages. Please be brief, and always remember to leave a telephone number. In life-threatening emergencies, please call 911. For other urgent matters you may call (714) 981-4338 and follow the instructions to leave a voice message or a numeric page. My emergency number is also given on my answering machine message.

Confidentiality: All information disclosed within visits is confidential. The law may require me to disclose confidential information where there is a reasonable suspicion that the patient presents a danger of harm to self or others, or is a victim of child abuse or neglect. Managed care companies require you to sign a release allowing me to report clinical information to them, which they use in decisions regarding authorizing your or your child's care. I try to do this with discretions; if you have specific concerns, please discuss them with me.

Statements will be mailed monthly, and payment in full is due prior to the end of that month. Co-payments are usually not charged until I receive the insurance payment for that particular visit. Checks returned by the bank for insufficient funds will be charged an additional fee. Unpaid balances may result in suspension or termination of treatment. Persistently delinquent accounts may be turned over to collections, and you will be charged any collection fees that accrue. Insurance patients: please remember that, subject to the terms of your plan, you are responsible for all charges not paid by the insurance company.

Current fees: Initial office visit \$295; Full office visit \$265; half office visit \$160; all legal services \$350/hour; Missed appointments or cancellations less than 24 hours in advance: full visit \$65, half visit \$40; medication pre-authorization and special forms: \$10. Telephone calls: brief calls and scheduling no charge; five to ten minutes \$10; over ten minutes \$350/hour.

Please remember that missed appointments and appointments cancelled less than a full 24 hours in advance for any reason, even illness, car trouble or other emergency, are charged.

We have **small animals** in the office. Please inform me if you and/or your child have any allergies or fears. The animals are very tame, but like any animal, they could bite.

Medical doctors are licensed and regulated by the Medical Board of California, (800) 633-2322, www.mbc.ca.gov.

Please sign below, indicating your agreement to these policies.

Signature _____ Date _____