



## Practice Policies

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<b>Patient age</b>	<ul style="list-style-type: none"><li>I treat adults ages eighteen (18) and older.</li></ul>
<b>Serious mental illness</b>	<ul style="list-style-type: none"><li>I am not able to provide treatment for Schizophrenia or other Serious Mental Illness (SMI) requiring a treatment team approach.</li></ul>
<b>ADHD treatment</b>	<ul style="list-style-type: none"><li>I ask all patients seeking treatment of ADHD to obtain formal psychological testing to confirm the diagnosis.</li><li>Psychological testing must include objective measures in addition to self-reported symptoms and history.</li></ul>
<b>Substance use disorders</b>	<ul style="list-style-type: none"><li>I do not provide treatment for alcohol or substance use disorders.</li><li>I do not provide methadone or buprenorphine (Suboxone) treatment.</li></ul>
<b>No cannabis certification</b>	<ul style="list-style-type: none"><li>I do not recommend cannabis as a medicine.</li><li>I do not provide medical cannabis certification.</li></ul>
<b>No disability opinions</b>	<ul style="list-style-type: none"><li>I do not provide medical opinions regarding mental health disability for employment, entitlement, or other purposes.</li><li>I may elect to complete paperwork requesting FMLA leave, ADA workplace accommodations, short-term disability, or academic accommodations, at my discretion.</li></ul>
<b>No forensic opinions</b>	<ul style="list-style-type: none"><li>I do not provide expert court testimony, forensic evaluations, or other medico-legal services.</li></ul>
<b>No fitness for duty evaluations</b>	<ul style="list-style-type: none"><li>I do not conduct "fitness for duty" evaluations for employment, legal, or other purposes.</li></ul>
<b>Medicare</b>	<ul style="list-style-type: none"><li>I am not a participating provider with Medicare.</li><li>If you are a Medicare beneficiary, Medicare requires that you to sign a document agreeing to pay for services outside of Medicare.</li></ul>

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<b>Initial paperwork</b>	<ul style="list-style-type: none"><li>• I use a secure online service for initial paperwork as a new patient.</li><li>• I require that all initial online paperwork be completed prior to an initial consultation.</li></ul>
<b>Identification</b>	<ul style="list-style-type: none"><li>• To protect against medical identity fraud, I ask new patients to present a government-issued photo ID to verify identity at the time of an initial consultation.</li></ul>
<b>Initial consultation</b>	<ul style="list-style-type: none"><li>• New patients are seen for an initial consultation.</li><li>• After an initial consultation, it may be appropriate to establish care with me, or it may be appropriate to refer you to another provider.</li></ul>
<b>Independent evaluation</b>	<ul style="list-style-type: none"><li>• When a new patient is seen for an initial consultation, I conduct my own independent evaluation.</li><li>• Medical opinions may differ. I may not agree with a particular diagnosis or treatment recommendation of a previous provider.</li><li>• I may not prescribe a particular medication that was prescribed by a previous provider.</li><li>• I may ask you to obtain additional psychological testing to confirm a previous provider's diagnosis, such as a diagnosis of ADHD.</li></ul>
<b>Psychotherapy</b>	<ul style="list-style-type: none"><li>• I may offer psychotherapy in addition to medication management when appropriate, at my discretion.</li><li>• I may refer you to other providers for psychotherapy.</li></ul>
<b>Coordination of care</b>	<ul style="list-style-type: none"><li>• It is my policy to coordinate care with your primary care provider, psychotherapist, and other providers, if any, by sharing information about diagnosis, medications, and treatment recommendations.</li></ul>
<b>Prescription monitoring</b>	<ul style="list-style-type: none"><li>• I utilize the Virginia Prescription Monitoring Program (PMP) to monitor prescriptions of controlled substances to patients and to prospective patients seeking services, in accordance with the PMP.</li><li>• I reserve the right to decline services or terminate the treatment relationship upon evidence that a patient or prospective patient has improperly obtained multiple prescriptions for the same or a similar controlled substance from other providers.</li></ul>
<b>No early refills of controlled substances</b>	<ul style="list-style-type: none"><li>• I ask that you take extra care to keep bottles of controlled substances safe and secure.</li><li>• I reserve the right to refuse any early refill of a controlled substance, for any reason, including loss, theft, or otherwise.</li></ul>

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<b>No self-adjusting of medication doses</b>	<ul style="list-style-type: none"><li>I ask you to follow my treatment recommendations, including adherence to prescribed doses of medications. Self-adjusting of medication doses is not permitted.</li></ul>
<b>No out-of-state prescriptions</b>	<ul style="list-style-type: none"><li>Due to differences in state law, I reserve the right to decline to send electronic prescriptions, or call in verbal prescriptions, to pharmacies located in states other than Virginia when you are out of state.</li></ul>
<b>Medication refill (other than at time of appointment)</b>	<ul style="list-style-type: none"><li>In general, a medication prescription requires an appointment.</li><li>I may elect to provide a refill of medication over the phone, in an amount sufficient to last until an appointment.</li><li>Please allow up to twenty-four (24) hours to process a medication refill request over the phone.</li></ul>
<b>Communications from us</b>	<ul style="list-style-type: none"><li>We send routine administrative communications such as appointment reminders by ordinary unencrypted email.</li><li>We send communications of protected health information by an email encryption service or by a secure text messaging service, unless you authorize us to use ordinary unencrypted email.</li></ul>
<b>Non-urgent communications</b>	<ul style="list-style-type: none"><li>Non-urgent communication may be made by calling the office, leaving a message on my confidential voice mail, sending an email, or sending a secure message through my electronic patient portal.</li><li>These messages will be returned in the normal course of business during normal business hours.</li><li>Please be aware that ordinary unencrypted email may pose some risks, including potential misdirection to an unintended recipient or potential interception in transit. Please consider communicating any sensitive information by phone or patient portal.</li></ul>
<b>Non-urgent phone calls (outside of appointment time)</b>	<ul style="list-style-type: none"><li>In general, non-urgent clinical discussions require an appointment.</li><li>I may elect to discuss some non-urgent matters outside of appointment time as appropriate.</li><li>Discussions longer than five to ten (5-10) minutes require an appointment.</li></ul>
<b>Urgent matters</b>	<ul style="list-style-type: none"><li>For urgent questions about medications or other urgent clinical matters, please call me at (434) 328-8787.</li><li>If I am not immediately available, please leave a message on my confidential voice mail. I will return your call as soon as possible.</li><li>After business hours, this number is forwarded to me or another doctor on call.</li></ul>

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<b>Emergency</b>	<ul style="list-style-type: none"> <li>• If you are experiencing suicidal thoughts or other mental health emergency, please call 911 or go to your nearest emergency room.</li> <li>• You may also call 988 for the national 988 Suicide and Crisis Lifeline (24 hours a day).</li> <li>• In the Charlottesville area, you may also call Emergency Services at the Region Ten Community Services Board at (434) 972-1800 (business hours) or 1-866-694-1605 (24 hours a day).</li> </ul>
<b>Appointment frequency</b>	<ul style="list-style-type: none"> <li>• Frequency of follow-up appointments is determined based on my professional judgment.</li> <li>• In general, follow-up appointments are scheduled at least once every three (3) months. I may elect to extend the frequency of follow-up appointments to once every six (6) months in my discretion.</li> </ul>
<b>Inactive patient</b>	<ul style="list-style-type: none"> <li>• Any patient who has not been seen for an appointment after one (1) year's time will be considered an inactive patient.</li> <li>• Inactive status may be cause for termination of the treatment relationship. To establish active status again, it may be necessary to schedule another initial consultation.</li> </ul>
<b>Adherence to policies</b>	<ul style="list-style-type: none"> <li>• I ask that you observe my policies.</li> <li>• I reserve the right to terminate the treatment relationship for failure to observe my policies, including failure to pay fees when due, failure to attend scheduled appointments, and failure to follow-up when asked.</li> </ul>
<b>Adherence to medical advice</b>	<ul style="list-style-type: none"> <li>• I ask that you follow my medical advice.</li> <li>• I reserve the right to terminate the treatment relationship for failure to follow my medical advice.</li> </ul>
<b>Safe environment</b>	<ul style="list-style-type: none"> <li>• I intend to provide a safe environment for patients and staff at my office, free from threats, harassment, or invasion of privacy.</li> <li>• I reserve the right to decline services, terminate the treatment relationship, and take all appropriate measures to respond to any threatening behavior, harassment, invasion of privacy, or other offensive conduct.</li> </ul>
<b>Mask recommendation</b>	<ul style="list-style-type: none"> <li>• Masks are recommended for anyone in a healthcare setting who has suspected or confirmed SARS-CoV-2 infection or other respiratory infection (e.g., those with runny nose, cough, sneeze), or had close contact with someone with SARS-CoV-2 infection, for 10 days after their exposure.</li> </ul>
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>• The office is located on the third floor of an historic home that has been converted into an office building. Due to the age of the building, there is no elevator. If you have a mobility impairment, an online appointment is available.</li> </ul>

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**Changes to Policies:** Policies are subject to change. Notice of changes will be available upon request, in my office, and on my web site.

**Effective Date:** December 29, 2025