



Practice Policies

Patient age

- I treat adults ages eighteen (18) and older.

Adherence to policies

- We ask that you observe our policies.
- We reserve the right to terminate the treatment relationship for failure to observe our policies, including failure to pay fees or failure to attend scheduled appointments.

Adherence to medical advice

- I work with you to develop treatment plans, and I ask you to follow these treatment plans.
- I reserve the right to terminate the treatment relationship for failure to follow my medical advice.

Safe environment

- We intend to provide a safe environment for patients and staff at our office, free from threats, harassment, or invasion of privacy.
- We 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.

No disability opinions

- I do not provide medical opinions regarding mental health disability for employment, entitlement, or other purposes.
- I may elect to complete paperwork requesting FMLA leave, ADA workplace accommodations, short-term disability, or academic accommodations, at my discretion.

No forensic opinions

- I do not provide expert court testimony, forensic evaluations, or other medico-legal services.

No fitness for duty evaluations

- I do not conduct "fitness for duty" evaluations for employment, legal, or other purposes.
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Prescription monitoring

- 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.
- 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.

No early refills of controlled substances

- I ask that you take extra care to keep bottles of controlled substances safe and secure.
- I reserve the right to refuse any early refill of a controlled substance, for any reason, including loss, theft, or otherwise.

Medication refill (other than at time of appointment)

- In general, a medication prescription requires an appointment.
- I may elect to provide a refill of medication over the phone, in an amount sufficient to last until an appointment.
- Please allow up to forty-eight (48) hours to process a medication refill request over the phone.

Non-urgent phone calls (outside of appointment time)

- In general, non-urgent clinical discussions require an appointment.
- I may elect to discuss some non-urgent matters outside of appointment time as appropriate.
- Discussions longer than five to ten (5-10) minutes require an appointment.

Initial paperwork

- We use a secure online service called Updox™ for initial paperwork as a new patient.
- We require that all initial paperwork be completed prior to an initial consultation.

Independent evaluation

- When a new patient is seen for an initial consultation, I conduct my own independent evaluation.
 - Medical opinions may differ. I may not agree with a particular diagnosis or treatment recommendation of a previous provider.
 - I may not prescribe a particular medication that was prescribed by a previous provider.
 - I may ask you to obtain additional psychological testing to confirm a previous provider's diagnosis, such as a diagnosis of ADHD.
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Initial consultation

- New patients are seen for an initial consultation.
- After an initial consultation, it may be appropriate to establish care at our practice, or it may be appropriate to refer you to another provider.

Substance use disorders

- I do not provide treatment for alcohol or substance use disorders.
- I may refer you to other providers for alcohol or substance use disorders.
- I do not provide methadone or buprenorphine (Suboxone) treatment.

Psychotherapy

- I may offer psychotherapy in addition to medication management when appropriate, at my discretion.
- I may refer you to other providers for psychotherapy.

Coordination of care

- It is our policy to coordinate care with your primary care provider, psychotherapist, and other providers, if any, by sharing information about diagnosis, medications, and treatment recommendations.

Medicare

- I am not a participating provider in the Medicare Program.
- If you are a Medicare beneficiary, Medicare requires that you to sign a document agreeing to pay for services outside of the Medicare Program.

Emergency

- If you are experiencing suicidal thoughts or other mental health emergency, please call 911 or go to your nearest emergency room.
- You may also call 988 for the national 988 Suicide and Crisis Lifeline (24 hours a day).
- 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).

Urgent matters

- For urgent questions about medications or other urgent clinical matters, please call us at (434) 328-8787. If we are not immediately available, please leave a message on our confidential voice mail. We will return your call as soon as possible. After business hours, this number is forwarded to me or another doctor on call.

Non-urgent communications

- Non-urgent communication may be made by calling our office, leaving a message on our confidential voice mail, sending an email, or sending a secure message through our electronic patient portal Patient Fusion.™
- These messages will be returned in the normal course of business during normal business hours.
- Please be aware that ordinary unencrypted email communication 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.

Communications from us

- We send routine administrative communications such as appointment reminders by ordinary unencrypted email.
- We send communications of protected health information by an email encryption service called Inky™ or by a secure text messaging service called Doximity,™ unless you authorize us to use ordinary unencrypted email.

Identification

- To protect against medical identity fraud, we ask new patients to present a government-issued photo ID to verify identity at the time of an initial consultation.

Appointment frequency

- Frequency of follow-up appointments is determined according to my professional discretion.
- In general, it is my policy to schedule follow-up appointments at least once every three (3) months.

Inactive patient

- Any patient who has not been seen for an appointment after one (1) year's time will be considered an inactive patient.
- Inactive status is grounds for termination of the treatment relationship. To establish active status again, it may be necessary to schedule another initial consultation.

No out-of-state prescriptions

- 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.

No self-adjusting of medication doses

- I ask you to follow my treatment recommendations, including adherence to prescribed doses of medications. Self-adjusting of medication doses is not permitted.

No cannabis certification

- I do not recommend cannabis as a medicine and do not provide medical cannabis certification.

Mask recommendation

- 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.

Accessibility

- 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.

Changes to Practice Policies:

Our practice policies are subject to change. Notice of changes to our practice policies will be available upon request, in our office, and on our web site.

Effective Date: May 10, 2023