



(516) 684-9535  
560 Northern Blvd, Ste #206  
Great Neck, NY 11021

## Practice Policies

### **Missed Appointment Fee**

When you make an appointment you are the only patient reserved for the time slot, and it becomes your responsibility. If you need to cancel or reschedule your appointment it must be done the 'business day' before your appointment, before 5:00pm. There will be a **\$75 cancellation fee** if appointments are not cancelled or rescheduled before this time. Law prohibits billing your insurance carrier for such charges and therefore you will be billed directly.

### **Prescription Renewal by Phone**

**Prescription renewal by phone requests** are only acceptable in the event of emergencies, when you are unable to keep your anticipated appointment. In such cases, the medication can be **renewed for a limited 10 day time period** to enable you to have enough medication until your next scheduled appointment.

**Prescriptions for controlled drugs** (benzodiazepines, stimulants, sedatives etc) can be renewed for 7 days only (as per DEA regulations). Such prescriptions will incur a fee of \$15.

## **Disability Paperwork**

It is noted that some psychiatric evaluations are sought with the primary intention of seeking disability benefits; in general such practices are discouraged. Such paperwork (which requires a lot of time) is welcome only in the context of an **ongoing treatment** and will be charged as per time spent. The time spent on paperwork cannot be billed to your insurance company.

## **Deductible**

Based on your insurance carrier and specific plan, at the beginning of every calendar year a deductible may be required to be met. This deductible must be met before your insurance will begin covering visits. The amount due at each visit is determined by the insurance companies and you will be responsible for this amount at the beginning of each visit until your deductible has been satisfied.

If there are any questions or concerns regarding your deductible payment **it is your responsibility to contact the insurance company.**

## **Insurance Termination**

In the event that your insurance policy has been **terminated or changed to different one**, after the first appointment, it is your duty to inform us right away or you will be billed directly for all completed and future visits that are not covered because of your insurance termination.

## **Emergency Calls**

An office secretary can be reached directly **Monday through Friday from 9AM to 5PM at (516) 684-9535**. In case of emergencies, to reach the doctor after office hours, please **leave a voice message at (516) 472-7450** and you will be contacted as soon as possible.