

KINGWOOD PSYCHIATRY

OFFICE POLICIES

- MEDICATION REFILLS ARE DONE ONLY AT THE TIME OF YOUR APPOINTMENT. WE DO NOT REFILL MEDICATION OVER THE PHONE.
- PLEASE GIVE 24HR NOTICE TO CANCEL OR RESCHEDULE YOUR APPOINTMENT. FAILURE TO DO SO WILL INCUR A \$35 FEE.
- NEW INSURANCE REQUIRES 24HR NOTICE IN ORDER TO OBTAIN BENEFITS AND AUTHORIZATION. FAILURE TO DO SO WILL RESULT IN BEING CASH PAYY FOR THAT APPOINTMENT.
- COPAYS AND BALANCE ARE DUE AT THE TIME SERVICE IS RENDERED.
- \$35 FEE FOR ALL RETURN CHECKS.
- MEDICATION CHANGES ARE DONE AT APPOINTMENTS ONLY.
- ALWAYS SCHEDULE YOUR NEXT APPOINTMENT BEFORE LEAVEING THE OFFICE AS OUR PROVIDERS STAY BOOKED 4 - 6 WEEKS IN ADVANCE.

THANK YOU FOR UNDERSTANDING OUR OFFICE POLICIES.

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