



Ohio Psychiatry Specialists  
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## PRACTICE POLICIES

### Appointments:

- The office will always try to see you at your appointed time. Please arrive 10-15 minutes early for your appointment to help us stay on time. If you arrive late, you may not be seen.
- At the end of each appointment, you will be given a date and time for your next appointment, or arrangements will be agreed upon for how follow-up will be arranged.
- If you need to cancel or reschedule your appointment, you need to notify the office at least 24 hours before your appointment time.
- If you do not cancel/reschedule your appointment with 24-hour notice, you may be charged \$50. If so, the office will notify you and payment may need to be received before you are rescheduled.
- If the office reschedules or cancels your appointment, you will not be charged a fee.
- If you do not show up for a scheduled appointment, or if you reschedule/cancel with a frequency that is deemed disruptive to your medical care and/or office practice, you may be terminated from the practice.
- In case of an emergency the patient should call 911 and/or go to the nearest ER.

### Prescription Policies (if applicable):

- At your appointment, you will be given prescription(s) to last you until the next appointment.
- It is the patients' responsibility to make sure that the office has the correct pharmacy information.
- If you do not show up for an appointment, cancel, or reschedule an appointment and need a refill between appointments, you may be charged a fee of \$15 per prescription.
- Refill requests will be submitted to the pharmacy within 48 hours of the request; not counting weekends or holidays.

### Controlled Substance Prescriptions (if applicable):

- Patient is expected to take medication as prescribed and/or agreed upon. If you take more than prescribed, or for any other reason run out early, you may be denied refills.
- If your controlled substance is lost or stolen, a copy of a submitted police report may be required prior to considering a refill.
- Refills of controlled substances may need to be picked up in person from the office.
- Your Physician can decide to not refill controlled substances without an appointment.
- Mail order prescriptions and/or 90-day prescriptions for controlled substances may not be provided.
- If you are using illicit drugs, abuse alcohol, or abuse/misuse prescribed medications, you may not be prescribed controlled substances.
- You may be asked to submit a drug screen at any point during your treatment.
- Bring in your prescribed controlled substance(s) to all appointments. You may be asked for a pill count.

### Termination:

- If your provider feels that the Physician-Patient relationship is not conducive to continued care, the patient may be terminated from services.
- If patient does not abide by this agreement, services may be terminated.
- The patient has the option to not sign this form. Not signing this form will lead to treatment relationship not being established or termination of services.
- In the event of termination of services, patient will be provided with alternative treatment resources.

*I acknowledge that I have read, understand, and agree to follow the outlined policies and procedures. Signature is valid indefinitely. Policy is effective 01/05/2016 and can be updated at any time.*

\_\_\_\_\_  
Patient/Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date