

PRACTICE POLICIES

Welcome to Dr. Corso's ADHD and behavioral disorders clinic. Dr. Corso is looking forward to evaluating and treating your child, providing an evidence-based treatment of care. Please take a few moments to read the following information and get familiar with the below practice policies.

Treatment Participation

After performing a thorough evaluation, Dr. Corso will develop a treatment plan that may include taking medications, skills training and/or participating in Psychotherapy. To obtain maximum treatment benefit is imperative that you participate actively in your care and adhere to your individual treatment plan. For patients prescribed medication(s), follow-up appointments will be scheduled at a minimum of every 2 months with occasional exceptions. If your treatment involves medications, Dr. Corso will explain the important risks, benefits, alternatives, and side effects with you. In many instances, and in line with current treatment practices, Dr. Corso may use medications in an "Off Label" approach. This use will also be explained to you in full detail.

Appointments/Office hours

Dr. Corso schedules by appointment only, on Monday-Friday from 5-7 pm. Other appointment hours may vary depending on availability. The office is closed on weekends. Appointments can be scheduled or rescheduled by leaving a message on the main office number or by contacting Dr. Corso's office manager directly through the web page.

Phone Calls

Phone Hours are Monday – Friday from 9am to 5pm. Dr. Corso does not take phone calls while he is with patients. Non-urgent calls received during phone hours are returned within 24 hours. Messages left after phone hours will be returned on the next business day. In the event of a Psychiatric or Medical Emergency – DO NOT LEAVE A MESSAGE, but rather contact crisis line 877-289-7199, call 911 or go to your nearest Emergency Room (ER).

Financial

Payment is due at the time of service unless other arrangements have been made in advance. Dr. Corso accepts Cash, Credit Cards, Debit Cards and Checks. Overdue accounts may be referred to collection agencies as a last resort. There is a \$35 charge for unpaid returned checks.

Fee schedule for services

90792 New patient Psychiatric Diagnostic Interview Exam – 60 mins \$300.00

99213 Medication Re-evaluation w/ supportive therapy – 20 mins \$150.00

90846 Family Therapy without patient – 50 mins \$300.00

00000 Telephone Consultation – 10-15 mins \$100.00

90889 Report preparation and Chart review \$500.00/hr

Insurance Policy

Dr. Corso does **not** accept, nor bill, insurance. This means your treatment with Dr. Corso will not become part of your permanent medical record with your insurance company, unless you choose to notify them. In addition, Dr. Corso is not restricted to a set allowable length of session or a set allowable number of visits that may be indicated by your insurance provider. Payment in full is made directly to German Corso MD at the time of service. If you would like to submit your charges to your insurance carrier for reimbursement, a detailed billing statement can be generated at your request. Potential for reimbursement of the session fees by an insurance carrier is dependent on individual insurance agreements and is **not** the responsibility of Dr. Corso.

Confidentiality

As part of your visit with Dr. Corso, your sessions and anything you reveal are confidential. This information cannot be released to another person without your personal and written consent. If Dr. Corso believes ~~that~~ there is an imminent risk of harm to yourself or others, or if a judge requests information as part of a trial, then information you revealed can be released.

Additional Requests

Session fees cover the cost of the visit and paperwork associated with completing the visit including coordination of care with other providers, therapists and/or child school. Any request for forms, summaries or letters, or similar documents that are not related to your direct treatment will be billed at a rate of \$400/hour. This includes but is not limited to Disability and Legal matters. In addition, request for Dr. Corso's presence in legal matters such as subpoenas for testimony or to appear in court will be billed at \$500/hour.

Medication Refills

Dr. Corso will only refill medication for those patients who are active in treatment. He will ensure you will have adequate medication to last until your next follow up visit. If you cancel or reschedule your appointment, it is your responsibility to contact Dr. Corso to ensure you have enough medication to last until your next visit. Dr. Corso will only fill medications for patients active in treatment and adherent to the treatment recommendations. For Class II or controlled medications (CII) that required a monthly prescription, such as stimulant medications for ADHD, it is your responsibility to

contact Dr. Corso at minimum one week prior to the end of your prescription and arrange to pick up. This will avoid a lapse in your medication. By law, ADHD medications can't be set up as automatic refill or be prescribed with refills.

Labs

At times, Dr. Corso will need to order laboratory studies. Please be aware that the cost of labs is not included in your visit charge and are your responsibility. Please ask the laboratory staff to explain their costs.

Coverage

If Dr. Corso is out of town, appropriate coverage will be provided, or your appointment will be rescheduled in advance.

Discontinuation of Treatment

Dr. Corso will make every effort to continue treatment with a patient. Services may be discontinued for the following:

1. Non-payment of account
2. Repeated cancelling/missing appointments
3. Non-compliance with recommended treatment
4. Improper, disrespectful or threatening behavior towards provider or clinic staff

Patients can discontinue treatment with Dr. Corso at their discretion by notifying the office in person, in writing or by phone. As your treating Psychiatrist, Dr. Corso would love the opportunity to talk with you about your decision and/or assist you in transferring your care. Dr. Corso is willing to provide a discharge summary upon your written request to your new provider at no cost. You may return to treatment with Dr. Corso at any time, as long as your treatment discontinued in good standing.

CANCELLATION POLICY

It is understood that there are times when patients must cancel their appointments for unforeseen circumstances. Dr. Corso requires 24 hours noticed for cancellation of appointments. If your appointment is cancelled or rescheduled within the same day a \$50 fee will be applied to your account. If the appointment is missed the standard appointment fee will be applied to your account.

Note: These fees will be applied to the Credit Card that is on file.

I have read, understood and agree with the Practice policies terms above, and give voluntary consent to receive treatment,

Today's Date

Patient's Name

Guardian/Responsible Party Signature