

Dr Eric Gilbreath's Policies and Practices

Welcome to Dr Eric Gilbreath's private practice located within Sage Health Care. Dr. Gilbreath would like to thank you for choosing him as your mental health care provider. Our office is committed to giving you excellent service and treatment. The following are Dr. Gilbreath's policies and practices in which he requires that you read and sign prior to any treatment.

Full payment or co-payment is due at the time of service. We accept cash, check and credit cards.

REGARDING INSURANCE:

You insurance policy is a contract between you and your insurance company. We are not a party to that contract. We do, however, bill all primary insurance as a service to our clients as long as we are contracting with them. Please check with our New Patient Coordinator regarding your benefits prior to your appointment and whether or not Dr. Gilbreath does contract with your insurance company. At this time Dr Gilbreath does not see private practice clients contracting with Medicaid.

If your insurance has not paid your account in full within sixty days of billing, we will require the balance to be paid in full. We will, however, make every effort to help you resolve any problems in which your insurance company may have with paying your claim.

If you have applied for worker's compensation benefits, we will assist you in any way we can, but require that you keep your account current at all times. If you are receiving assistance from your church or a charity organization, please talk with a New Patient Coordinator before your appointment.

OFFICE HOURS: Our office hours are Monday through Friday 8:00am to 5:00pm.

UNATTENDED CHILDREN: Please note that we do not allow and are not responsible for unattended children (under 12 years old) in our lobby.

EMERGENCY SITUATIONS: For emergencies after hours, please call Intermountain Hospital at 208-377-8400.

CANCELLATION AND NO SHOW POLICY: If you need to cancel your appointment, please do so as soon as possible. If cancellation does not occur at least 24 hours prior to your appointment, you may be charged for that appointment. If you no show for a scheduled appointment you may be charged.

MEDICATION REFILLS: We do ask that a 48 hour notice is given for all refills. Please call your pharmacist and they can fax over a request at 208-323-9604. 72 hours is required for controlled substances. For these refills, you will need to call our refill line at 208-323-1125, ext 3010 and leave your prescription information including your name, your date of birth, your doctor's name, the name and dosage of your medication and the date of your next appointment. Be sure to take look at your current prescription to see if you already have a refill waiting at your pharmacy.

The following are the charges for prescriptions written or called in other than during your appointment:

All refills (written or called in) including Controlled Substances:	\$7.00
Patient Assistance Program/Samples:	\$7.00
Emergency Prescription Refills:	\$17.00

PHONE CONSULTS: We do charge for phone consults. Please contact your provider regarding their fee. The fee for consults with our nurse is as follows:

Nurse limited (up to 5 minutes) phone consult:	\$10.00 - \$20.00
Nurse extended phone consult:	up to \$30.00

REASONS FOR TERMINATION OF CLINICIAN-PATIENT RELATIONSHIP:

- If you feel you are not compatible with your clinician.
- If you are not complying with your clinician orders, he may request to discontinue treatment.
- If you are not meeting financial obligations, your clinician may discontinue treatment.
- If you are disruptive or inappropriate towards the office staff, care may be terminated.
- Dishonesty and/or deceitfulness may require termination of treatment.

I HAVE READ DR. GILBREATH'S POLICIES AND PRACTICES. I UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE.

PATIENT OR GUARDIAN

DATE