

## DR. DAVID KENT'S OFFICE POLICY

Welcome to Dr. Kent's private practice located within Sage Healthcare. Dr. Kent sees private practice clients at this location; however, his practice is a separate company from Sage Healthcare, PLLC.

The following is Dr. Kent's current office policy in which he requires that you read and sign prior to treatment.

1. Please make every effort to keep your appointment. If you need to cancel, please call 24 hours in advance or you will be charged for the appointment. As a courtesy our office calls to remind you of your appointment, you may also ask for a reminder card to be mailed to you prior to your appointment. If you no show for a scheduled appointment you will be charged.
2. Payment for all outpatient services is expected at the time of service. We recognize that psychiatric care can be a financial burden and we encourage frank discussion with Dr. Kent or the office manager.
3. Dr. Kent may charge you for phone calls returned to you. Please see the list below for possible charges.
4. Dr. Kent requires a 48 hour notice for all refills, excluding controlled substance refills in which a 72 hour notice is required.

### OFFICE FEES:

SERVICE	FEE
Psychiatric Diagnostic Interview	\$ 250.00
Medication Evaluation	\$ 70.00
Phone Calls – Limited (up to 5 min)	\$ 20.00 doctor / 10.00 nurse
Phone Calls – Extended	\$ 40.00 doctor / 20.00 nurse
Controlled Substance Prescription Refill (Fee due upon p/u of prescription does not include medication)	\$ 10.00
Refills called in or written by the office nurse, excluding control substance refills	\$ 10.00
Emergency Prescription	\$ 17.00

Thank you for your cooperation and understanding of these guidelines. If you have any questions or concerns regarding the above, please do not hesitate to discuss these with Dr. Kent.

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Patient or Legal Guardian

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DATE