

Appalachian Psychiatry, PLLC

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Welcome to our practice! Please take time to review our appointment policy.

We take pride in staying on schedule throughout the day and recognize the value of your time. We will do our best to remind you of your appointment time; however, as a responsible adult, you are expected to keep track of your appointments. We realize that from time to time you may need to cancel an appointment, inclement weather, illness or emergency are naturally excused. Please give a minimum of forty-eight hours (business days not including weekends) so that we may schedule someone in your place. Provided that we are able to fill that time, you will not be charged.

Psychiatrists see patients at specific times throughout the day unlike other medical providers you may have seen previously. Therefore, your appointment is scheduled for you and you alone. We do not ‘double book’, nor are there ‘walk-ins.’

If we must charge you because of a late cancellation or an unexplained no-show, the insurance company will not be charged. Instead, you will be charged for the *full amount* of the office visit. We do not like to charge in these situations but in order to stay in business, we must insist on this policy.

Your understanding of our policy is valued, and for most folks this will likely not be an issue. For those who have been with us for some time now we thank you for your previous record of courteous notification.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ & UNDERSTAND THE ABOVE POLICY

Patient Name: _____

Signature: _____ Date: _____