

CITYVIEW PSYCHIATRY, P.A.
Debra Atkisson M.D, P.A.
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Welcome to the practice of Debra Atkisson, M.D., P.A. This information is provided to facilitate the treatment of patients in this office. Please read this information before signing that you acknowledge and understand our policies.

-The primary concern of this office is your good health. Please do not allow issues discussed below interfere with your course of treatment.

-Office Hours: Office hours are from 9AM to 5PM Monday through Thursday. Exceptions are made for holidays and other special events. Our phone hours are from 9AM to 12PM and 2PM to 5PM Monday through Thursday. The fax machine is only on during regular business hours so all prescription refill requests from your pharmacy must be made during those hours.

-Emergency: You can contact the office 24 hours a day 7 days a week for emergencies only. You may be billed for services after hours including phone calls.

Fees:

Diagnostic Interview:.....	\$325
Psychopharmacology Visit (15 min):.....	\$135
Extended Psychopharmacology Visit (20-30 min):.....	\$180
Psychotherapy (45 min).....	\$220
Psychotherapy (60 min).....	\$300
Late cancellation.....	\$70
Telephone Consultation.....	\$135
Crisis Appointment.....	\$160
Missed Appointments.....	\$135

Note: Missed appointment fees are billed directly to the patient.

Please give us the courtesy of calling more than 24 hours in advance if an appointment needs to be rescheduled. Failure to call the office with less than 24 hours notice will result in being billed for the appointment.

-Court Fees: If a deposition or opinion in court is required there is \$500 per hour charge, with a minimum charge of \$2000 which must be paid in advance. IF DR. ATKISSON IS SUBPOENAED WITH LESS THAN 15 DAYS NOTICE IS SUBJECT TO A \$2500 CHARGE. Subpoenas may only be served by appointment, and we require a phone call from the patient or lawyer to notify the office. If the doctor must retain the services of a lawyer due to your actions, you are responsible for those legal fees.

-Other Fees: The Patient is billed for copies of medical records for the patient, attorneys or insurance companies. The patient is billed for letters when written at the request of the patient. A fee may be assessed when the emergency line is used for a non-emergency.

-The parent who brings the patient in for treatment is responsible for the charges at the time of the appointment.

PAYMENTS: FULL PAYMENT MUST BE PAID ON THE DATE SERVICES ARE RENDERED. A FEE MAY BE ASSESSED ON PAYMENTS NOT MADE AT THE TIME OF SERVICE.

Past due accounts will be subject to the following collection Procedures:

30 Days Past Due	Balance in Full request
45 Days Past Due	Letters, phone reminders to provided numbers
90 Days Past Due	Account may be given to a collection agency

Please feel free to inquire about your balance before your account becomes delinquent. A 10% fee will be charged monthly to delinquent accounts.

Confidentiality: Information given is kept confidential. The following exceptions require the breaking of confidentiality: you are at risk of harming yourself or others; there is a report of abuse or neglect of a child; you are engaged in dangerous behaviors. These confidentiality guidelines also apply to information given by children. Appropriate information/records will be sent to the insurance company to facilitate providing further care. These records usually include your diagnosis, presenting problems, medical treatment, and treatment recommendations. This information may need to be given to obtain authorizations for medications prescribed.

Prescriptions and refills: Please allow 5 business days for all refill requests. If you are not current with your appointments, refill requests will be denied. Faxed refill requests are received during normal business hours only.

Guidelines for continued care:

- The patient will only be considered an active patient if the patient keeps each appointment made or makes an alternative appointment with the office.

- After the passage of six months without contact between Debra Atkisson, M.D. and the patient the patient will automatically be considered an inactive patient.

- Inactive status designates that Debra Atkisson M.D. will reserve the right to direct triage to another provider or facility if the need arises. Only emergency triage will be provided. If medication has been prescribed continuously by the doctor and inactive status starts, a maximum of one month of medication may be prescribed while the patient finds an alternative health care provider. If the doctor decided to reinstate you as an active patient, a new patient appointment may be required.

I have received a copy of the official office policies and agree to abide by them. Additionally, when applicable, I give my permission for Debra Atkisson, M.D., P.A. office to release treatment information to my insurance company as long as I am in treatment.