



**REGISTRATION INFORMATION (please print)**

Which doctor are you seeing today? \_\_\_\_\_ Date: \_\_\_\_\_

**PATIENT INFORMATION:**

Patient Full Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M / F  
(First) (MI) (Last)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Martial Status: Single/Married/Divorced/Partner  
(Circle)

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Employer's Address/City/State/Zip Code: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone number: \_\_\_\_\_ Referred By: \_\_\_\_\_

Pharmacy Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**GUARANTOR INFORMATION: (IF NOT PATIENT)** Relationship to Patient: \_\_\_\_\_

Full Name: \_\_\_\_\_  
(First) (MI) (Last)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Sex: M / F ) SSN: \_\_\_\_\_ Phone number: \_\_\_\_\_

Employer's Name/Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**I, the undersigned, agree that I am financially responsible for all services provided by Peachtree Psychiatric Professionals, P.C. I am aware that office policy requires payment at the time of service. I understand that unpaid balances over 30 days past due may carry a late fee equivalent to 3% of the outstanding balance.**

Patient / POA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This must be the signature of the person signing. It is illegal in the state of Georgia to sign another person's name**

without Power of Attorney.

**GUARANTOR AGREEMENT:**

This agreement will remain in effect until written notice of other payment arrangements are provided to Peachtree Psychiatric Professionals, P.C. The current guarantor will be responsible for any and all charges incurred prior to receipt of notification of other arrangements. **If you wish to change your guarantor information, you must have the appointed guarantor complete a separate agreement with Peachtree Psychiatric Professionals, P.C.** Change of guarantor form's are available upon request.

**CONSENT FOR TREATMENT:**

I have read the policies and understand and agree with them. I hereby agree to be treated by physicians and/or mental health professionals associated with Peachtree Psychiatric Professionals, P.C. I agree that I am personally responsible for ensuring that all charges for services rendered are paid by myself. I authorize Peachtree Psychiatric Professionals, to provide information concerning my treatment to any physician or therapist who referred me to Peachtree Psychiatric Professionals.

**TERMINATION OF TREATMENT:**

Patients are under no obligation to continue services should they decide to terminate at anytime. However, we strongly urge that the doctor be notified in person regarding this decision so that it can be discussed openly.

**INSURANCE POLICY:**

Our practice does not contract with any insurance companies. However, if your insurance policy provides out of network benefits you may file your own claims for reimbursement. **Our practice must inform all Medicare, Tri-Care and Medicaid participants that we have opted out of these plans.** Therefore, the following participants are not permitted to submit claims acquired by our practice to any of the above insurance providers for reimbursement.

**NOTICE OF PRIVACY PRACTICES:**

I acknowledge that I have read or been offered a copy of the Notice of Privacy Practices for the office of Peachtree Psychiatric Professionals, P. C.

Patient / POA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE HOURS AND EMERGENCY INFORMATION:**

Office hours are Monday through Friday 8:30am to 4:30pm. After hours, your calls will be forwarded to our answering service. If an emergency occurs after regular office hours, please inform the answering service and they will have your physician or physician on call contact you.

**APPOINTMENT CHANGES/CANCELLATIONS:**

Please understand that appointment times are reserved, and that appointments canceled with **less than 24 hours notice** are charged at the full fee. After hours, you may leave notice of cancellation with our answering service as well. If for any reason the doctor must cancel an appointment, the patient will be advised at the earliest possible time.

**OFFICE PHONE POLICY:**

Please be aware that our physicians and therapists are seeing patients during regular business hours and may not be able to return your call until a later time. When leaving a message for your physician or therapist, please leave both daytime and evening telephone numbers. Please be advised that this is for brief phone calls only, and you must schedule a phone appointment for extensive phone calls.

**EXTENSIVE PHONE CALL POLICY:**

For extensive phone calls, you may call the office and schedule a phone appointment with your physician or therapist. There will be a routine charge for phone appointments based on the time spent on each phone call. Please be aware that there may be an additional charge for after hour calls, except for life-threatening emergencies.

**\*Fees for extensive calls:\***

**(Charges may vary with each physician/therapist.)**

5-15 minutes: \$25-\$60

20-30 minutes: \$100-\$180

45-60 minutes: \$275.00

Patient /POA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**MEDICATION REFILL POLICY:**

Part of providing quality care is monitoring medications safely in our patients.

Our physicians make every effort during your appointment to provide enough medication refills to reach your next appointment. Once you have requested your last refill to your pharmacy, our physicians require you to schedule a follow-up appointment before the next refill. However, we are aware that emergencies may arise and appointments may have to be scheduled for a later date. In these situations please refer to the following refill policy listed below.

\*Medication refills may be requested during regular office hours by calling the office or submitting a request through your pharmacy. Physicians will complete medication request within **24-48 hours** of the time the request is made. If requesting a stimulant(controlled medication) please call the office for more information. Stimulant medications require specific directions. Please be advised, there may be a charge of between \$10.00-\$25.00 for a refill.

Prescriptions may only be called in for current patients who maintain their regularly scheduled appointments. For your safety, medication refills will not be called in over the weekend except in the case of an emergency. We urge patients to pay close attention to your medication supply to ensure physicians ample amount of time to complete each medication request. Feel free to call our office with any questions or concerns about the following medication policy.

**MEDICATION HISTORY**

**Medication Allergies:** (Please list any known medication allergies.)


**Current Medications:** (Please list all current medications.)


Patient / POA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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