

Dear Parent/Guardian,

Welcome to our practice. We have scheduled an initial consultation for your child at Peachtree Psychiatric Professionals. This initial evaluation will last approximately one and one-half to two hours. The charge of this appointment is \$400.00 for adults and \$450.00 for children. Please arrive 10 minutes prior to the time of your appointment in order to register.

Enclosed you will find several forms which we request that you complete now, and return to us by mail if time permits, so that the doctor may review these prior to your appointment.

PLEASE BRING WITH YOU:

1. All current medications, including over the counter medications
2. Any records which you have in your possession of previous psychiatric treatment or evaluations.
3. If the patient is under the age of eighteen and parents are divorced, a copy of the custody agreement should be brought in at the time of the initial appointment. If custody is "joint legal" both parents will need to sign the consent for treatment.
4. The enclosed documents, filled out, in the event that you have not already mailed them back to us.

Because we currently do not contract with any insurance carriers, you will be expected to pay in full for each visit. We will be happy to provide you with the paperwork necessary for you to file for any out of network benefits your insurance company offers, so that your insurance company may reimburse you according to the terms of your policy. It is our policy that the first visit is always paid in full at the time of the visit.

PLEASE NOTE OUR CANCELLATION POLICY. Once you are an established patient, full fee will be charged for any missed appointments, or for any appointments canceled less than 24 hours in advance. All cancellations must be made during office hours, Monday through Friday, 8:00am to 4:30pm. Monday appointments must be canceled by 1:00pm on Friday.

Please call if you have any questions. It is our desire to deliver the highest level of psychiatric care, and for you to be comfortable and satisfied that we are doing everything we can to help you. Please let us know immediately if you have any difficulties.

Thank you.