



Michelle van Duinen, APRN, PLLC

Psychiatric Mental Health Nurse Practitioner-BC

107 Wilcox Road - Suite 105 Stonington, CT 06378

Phone- 860-245-5811 Fax-860-245-4752

OFFICE POLICIES AND FEES

WHAT TO EXPECT DURING AN INITIAL PSYCHIATRIC EVALUATION

Your first visit will consist of an initial psychiatric evaluation, which usually lasts 60 minutes, depending on your specific presentation. Before the end of the first visit, I will determine whether or not you will benefit from further evaluation or begin treatment. The initial visit is a consultation and is an opportunity to decide whether I am the right treating provider for you. Medications are not prescribed until the evaluation has been completed, so please make sure that you have enough medication from your previous treating physician. If it turns out that you may benefit from treatment elsewhere, you will be referred to an appropriate treatment center. During the evaluation you will be asked questions about your current symptoms, your past psychiatric history, your medical history and other relevant information. These questions may be personal and uncomfortable to talk about or cause discomfort in some people. You are encouraged to be as open as possible so that the most accurate information can be used to help formulate your treatment plan. If you have past medical or psychiatric records that may be helpful, copies of laboratory results or other test results, please bring them to the first visit. Please also have available contact information of your previous psychiatrist or other physicians taking care of you so that we can obtain collateral information if needed.

MEDICATION POLICY

Medications can be prescribed after the initial psychiatric evaluation has been completed. Established patients are always given enough medications and refills until the next office visit, so refills are not necessarily over the phone. This is to limit medication errors and to protect your safety. If you have missed or canceled an appointment, you will be provided with enough medication until the rescheduled visit, within 1 to 2 weeks of the missed appointment.



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INSURANCES

We participate with Medicare, Medicaid (T-19-Husky), Tricare, and commercial insurance carriers. You are responsible for any deductible and or co-pay associated with your plan or any nonpayment. If a referral is required, you will need to obtain that prior to your appointment.

CANCELLATION AND NO SHOW

payments are due at the time of the visit by cash check or credit card. A block of time is reserved for your appointment, so if you need to cancel, please give at least 24 hours of advance notice. Business hours are considered the weekdays between 8 AM and 5 PM. For example, if you have an appointment at 4 PM on Monday, February 7th, you would need to cancel by 4 PM, Friday, February 4th. Should you cancel or reschedule with less than 24 hours of the designated time, or failed to appear for an appointment, you will be charged the full visit fee. Your insurance company will not reimburse you for missed appointments. Consistent attendance at follow-up appointments are important for save medical care. Should you have multiple (two consecutive) no-shows or late cancellations you will be discharged from the practice due to a lack of engagement in treatment.

EXPECTED LENGTH AND FREQUENCY OF TREATMENT

length of treatment is individual and determined collaboratively between you and myself as the treating psychiatric provider. For medication management, the recommended length of treatment for most disorders is generally one year or greater, depending on your specific symptoms. Cases that are complicated with comorbid clinical presentations or history of nonresponse to treatment may take longer. The frequency of visit depends on the specific case for patients who are being seen for medications alone a weekly visit may be indicated depending on severity of symptoms with visit frequency becoming more extended in time as clinical symptomatology is improving. Patients unstable medication regimes will be required to be seen every three months for assessment and continuation of medication.

SIGNATURE

DATE