



Richard Senyszyn, MD

Psychiatry for Adults
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Follow Up Appointment Policy (7/21/16)

Due to the time that is reserved for your appointment (office visit or phone consult), you agree that your credit card, will be charged up to or include the full appointment fee in the event that you do not give a minimum of 24 hours cancellation notice by phone, voice mail or fax. If you opt not to have us keep a credit card of yours on file, appointments will need to be paid in cash before scheduling. All charges are non-refundable. If you are unable to give proper notice and cannot come in for your reserved office visit, **you may change this to a phone consult at any time.** Phone consults are not meant to replace regular office visits, but are used if you cannot make a particular appointment. Since this time has been reserved for you, if 24 hours' notice hasn't been given, you will be charged regardless of the reason -- this includes leaving before my appointment session ends*. If I have any questions about this practice or its policies Dr. Senyszyn or staff will be glad to answer and discuss these with me.

You will be expected to pay for my appointments in full before you see Dr. Senyszyn (this includes phone consults). If you do not show up to an appointment without proper notice then you will be charged the cost for the missed appointment with payment due immediately. You will not be able to reschedule for a follow up appointment, except in the case of an emergency, until payment is received for my missed appointment. If the bill isn't paid in one month's time then your bill may be turned over for collection and/or attempts may be made to draft funds from my bank/credit card account. All patients of Dr. Senyszyn who do not sign this form are still bound by the policies written herein.

Print Name

Patient's Signature

Date

*** By arriving at my appointment, you confirm that your appointment time with Dr. Senyszyn is reserved.**

**Even though Debit/Bank/Check Cards can be substituted for a credit card, you will still need to pay for all your appointments before you see Dr. Senyszyn. Debit//bank cards are always the preferred method of payment.

***Phone consults can only be paid for by credit card unless another form of prepayment has been given.

****Dr. Senyszyn's office reserves the right to change the terms of this notice at any time.