

FAY M. AZAD, M.D.
Adult & Adolescent Psychiatry
12363 High Bluff Dr. #400
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T: (818) 889-8555

OFFICE POLICY

Dear Patient:

Please review the following information regarding my office policies. Signature on the Application for Treatment form indicates acceptance of these policies.

CONFIDENTIALITY

All information between myself and my patients is held strictly confidential unless:

- The patient authorized release of information with his/her signature; or
- The patient presents a physical danger to self; or
- The patient presents a danger to others; or
- Child/elder abuse/neglect is suspected.

In the latter two cases, I am required by law to inform potential victims and legal authorities so that protective measures can be taken.

PRESCRIPTIONS AND REFILLS

Just as I cannot treat an illness over the phone, I cannot prescribe over the phone. I will make every effort to give you a sufficient medication supply to last until your next visit. Upon your request, if you run out of your medication, I will prescribe your prescription **only once**. In the event of a late cancellation or missed appointment, I will prescribe **only** 1-2 weeks supply of medication.

CANCELLED/MISSED APPOINTMENTS

I will make every attempt to be on time and prompt. Therefore, if you are late for the appointment, the time will not be extended and you are responsible for the full appointment fee. **If the appointment is missed or cancelled with less than 24 hours' notice, you will be billed the full fee for the appointment.**

If you are not interested in continuing your care with me, it is your responsibility to notify me immediately. If you fail to respond to my attempts to reschedule your follow-up, you will be discharged.

FEES AND PAYMENTS

All fees are due in full at the time of service. For Medicare patients, you are responsible for any applicable deductible and copayment.

FORMS/LETTERS

At times you may find it necessary to have special forms or letters completed for insurance or other purposes. A signed release form provided by the patient and payment of a processing fee will be required.

I look forward to a health relationship.

Sincerely,

Fay M. Azad, M.D.