

~ OFFICE POLICY ~

- Please provide your insurance card on your first visit so that our office can make a copy.
- We participate with most major insurance plans. If you are unsure whether your insurance is one in which we participate, please call the member services for your insurance carrier (*the phone number is on the back of your card*).
- Please be aware that you are responsible for any portion of your bill that is not paid by your insurance company.
- In the event your insurance has changed since your last visit, please provide the office with your new insurance card.
- We are obligated by contract to collect co-pays at the time of service, if you do not have your co-pay at time of appointment, services cannot be rendered except in the case of an emergency. **Please pay your co-pay each week prior to the session.**
- In the event you need to cancel an appointment, please cancel 24 hours in advance by calling our office number: **516-608-5948**. If 24-hour notice is not given, you may be responsible for full session payment.
- We ask that all patients complete required paperwork prior to their scheduled appointment. All forms are available on Dr. Garlington's website (www.DrDarlene.net). If you are unable to obtain the paperwork prior to your appointment, please plan on arriving 20 minutes early to complete needed forms.

I have read and understand the above policies, procedures and financial responsibilities, and agree to abide by this policy in exchange for quality Behavioral Healthcare.

Patient's Name

Date