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Missed Appointment /48 hour cancellation form

You must notify our office within 48 hours if you need to cancel or reschedule your appointment. If you do not notify us within less than 48 hours you will be charged the full fee for your appointment. You are able to call on weekends, holidays, before and after hours and leave a message or send an email to appointments@ibhnola.com to cancel or request a reschedule. IBH cannot bill your insurance company for a missed or canceled appointment. That is the reason that the fee is the full price of an appointment. That fee is NOT the cost of an insurance copay. The cost is still the same for telemedicine. List of fees are below.

Physicians:	Psychologists (PhD or PsyD)	LCSWs and LPC
Initial Evaluation \$275	Initial Evaluation \$225	Initial Evaluation \$200
53 min Psychotherapy \$175	Psychotherapy session	Psychotherapy session
30 minute follow-up \$150	\$175	\$100
15 minute follow-up \$100		

Fees for services performed outside of your appointment

Clinical needs should be addressed during your session. However if additional time is required outside of your scheduled appointment, you will be billed the following. (The following is not covered by your insurance.):

- Telephone Calls: First 15 minutes: \$25
- Telephone Calls: Additional 5 minute increments: \$10
- Emails (other than prescription refill requests): \$5
- Written Correspondence: Brief Letters: \$25
- Lengthy Letters (Attorneys/Clinicians/Universities): \$50
- Multi-Page Forms: \$150/hr

Initial Appointment

If you are a new patient to the psychiatrist, or it has been more than a year since your last visit, you can expect a conversation lasting approximately one hour. During that time, we will collaborate on defining your difficulties and coordinating a treatment plan to lessen your symptoms in a safe and expedited fashion. All therapy visits for PhD, PsyD, and LPCs are 1 hour, unless otherwise arranged with your clinician.

Offices of:

Andrew Morson MD	Aldo Mejia MD	Erica Meyers PhD	Erin Stevens, LPC	Christa Maureer, LPC
Mehdi Qalbani MD	Elizabeth Ault MD	Karen Pellerin PsyD	Nicole Leon, LPC	Casey Sommers, LPC
Morgan Feibelman MD	Jessica Clark MD		Melanie Wilson, LPC	
Jill McCall MD	Jennifer Greco MD			

Reminders

Any reminders that are sent via email or text are provided as a courtesy. Please know that if for any reason a reminder does not reach you, you are still responsible for being able to make the appointment on time, and to cancel at least 48 hours before your appointment if you cannot make it.

I hereby authorize IBH to charge my credit card on file, according to the fee schedule listed above, at the time of my no show or late cancellation, or to cover the cost of co-pays. I authorize IBH to keep the following card on file, and state that I have authorization to use this card for purposes of receiving treatment from Integrated Behavioral Health:

Signature

Date