

John Applegate, MD  
309-311 South 43<sup>rd</sup> Street  
Philadelphia, PA 19104

Phone: 215-222-0310; Fax: 215-222-0304

## Patient Information and Consent for Treatment

### Patient Information

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_

Do you wish to receive email reminders for your appointment and balance due?      Y      N

Date of Birth: \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Pharmacy Name and Number \_\_\_\_\_

### Emergency Contact Information

Name: \_\_\_\_\_ Relation to patient: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

### Consent for treatment

I acknowledge that I have received, read and fully understand the office policies of Dr. John Applegate and agree to these terms in order to receive psychiatric treatment by him.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Patient Information and Consent for Treatment**

Welcome to my practice! I look forward to the privilege of serving you as your mental health care provider. I understand that this process can be unfamiliar to many and it helps to have some of the details made clear and explicit. Enclosed are my office policies regarding fees, clinical communication, and prescriptions. Please read these fully and carefully, as I will refer to these when appropriate and I will assume by your signing the Consent for Treatment form that you are aware of them.

I believe this will help us to have clear expectations, to create the necessary structure where your growth can occur, and it may answer many procedural questions that will arise during the course of treatment. I welcome discussion regarding any of these policies during your session, as they may even serve as a springboard to areas that could facilitate the therapeutic process. Your healing is my primary concern, and I value the opportunity to help you toward this goal.

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### **Office Policies**

**Financial Policies** (The Table of Fees, listing the charges for all respective services, is available upon request when you speak with Dr. Applegate or at the time of your first visit)

- Payment is due at the time of service unless an alternative arrangement has been agreed upon.
- Cash or check is accepted.
- If you have insurance, you should check to see if your provider will reimburse a proportion of “out-of-networker provider” costs. If they do, Dr. Applegate will put the appropriate information on your receipt which you can then submit directly to your insurance provider for the reimbursement.
- Payment is appreciated at the beginning of the session.

#### ***Cancellation charges***

- You are responsible for the full fee of a missed appointment.
- You can always cancel an appointment greater than five business days in advance at no charge.
- You will always be responsible for the full fee for cancellations less than 24 hours of the scheduled appointment time.
- Cancellations within one and five business days may incur a charge, at the discretion of Dr. Applegate

#### ***Regular Services***

- Initial intake visit: A 60 minute interview for obtaining a full history and other relevant background information. Depending on complexity, the intake process may need to extend over follow-up visits not included in this charge.
- Follow-up visits:
  - Combined medication management/therapy or therapy only
    - 46-60 minute visit, or
    - 31-45 minute visit
  - Medication management only
    - 16-30 minute visit, or
    - 10-15 minute visit

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*Note regarding the appointment time:* It is important to be mindful of the time parameters of your session, and it is also considered a potential area of clinical focus if this cannot be accomplished.

If you are late for your session, it will still end at the originally scheduled time. If Dr. Applegate is late, he will make sure you receive the full length of your session either on that day or a remainder will be carried over and added onto a future appointment.

### ***Returned Checks***

There is a fee for returned checks, in addition to the original amount of the check still due.

### **Phone Policies**

Patients may call the office at any time. In the likely event that you reach the office voicemail, feel free to leave a brief, non-urgent message. Voicemail is checked regularly throughout the business day, however a return call is not guaranteed that same day. In general you will receive a reply within one business day.

Voicemail is **not checked** after hours, on weekends, or on national holidays. When you leave a message, always leave a phone number where you can be reached, even if you think Dr. Applegate already has it. If your message is longer than a few minutes in length, the remainder of your message may not be received and Dr. Applegate will assess issues that necessitate clinical attention at the time of returning your call. In other words, make sure important information is mentioned first and keep messages to the point. Voicemail should not be used as a substitute for an office visit.

Over the phone, Dr. Applegate will first assess if the issue may be handled at that time or whether an in-person office visit is needed. You may be charged a fee for an office visit based on the length of the call if it constitutes a similar time spent on clinical issues.

There are some occasions when a phone appointment has been prearranged. This is regarded as an office visit and will be billed according to the time set aside for this appointment. In this event, unless otherwise arranged with Dr. Applegate, the patient will call the office number at the time of the appointment.

**Emergency Phone Number** – There is an emergency phone number (215-901-5566) listed on Dr. Applegate's voicemail. This can be called at any time if you feel it is an emergency. Prescription refills **are not** an emergency and you should plan ahead for these and use other means to communicate your need for a refill (please see below for **medication** and **prescription** policies). If you do not reach Dr. Applegate right away, please leave a message and you should receive a return call as soon as it is possible. If you have not heard back and are concerned enough that this emergency cannot wait, you

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should not hesitate to proceed to your nearest emergency room or call 911. Fees for emergency phone calls are similarly determined according to time spent.

**Texting** – In general, it is **not preferred** to utilize texting to communicate with Dr. Applegate. Never use this for attempting to communicate an emergency. You cannot assume that a text message will be viewed in a prompt manner. Phone (as outlined above) or email correspondence is preferred. Be aware that you may incur a texting fee if this form of communication is utilized.

### **Email Policies**

Email is an acceptable form of communication for non-urgent matters, such as prescription refill requests, scheduling issues, or if you have any brief questions or concerns that do not need to be addressed in a timely fashion. Email will generally be viewed during the business day, but there is no guarantee that it will be viewed that same day and may, in fact, be viewed sometime within five business days.

Email is not a confidential form of communication. Dr. Applegate's email address and server are not encrypted, and other personal email accounts (such as with Yahoo or Gmail) are also not encrypted. If you wish to put confidential personal or health information in the email, please realize that there is potential for the message to be intercepted and possibly even published.

Keep in mind that all email communication will become part of your permanent medical record.

Email, like voicemail, should not be used as a substitute for an office visit. Substantive emails may be subject to reimbursement for the time it will take to read and process the information contained in it. It may be hard to tell what constitutes a length representing a "billable encounter," but as a general rule, if it took you more than fifteen minutes to write it, it is probably substantive. Multiple, related emails of shorter length will be treated as one longer email at the discretion of Dr. Applegate. This is not meant to discourage communication but instead to realize that if it is important, then it is part of your treatment.

### **Other Services**

In the course of treatment it is routine to coordinate care with other providers involved with your care, or to spend time speaking with significant parties that you feel can help you in your efforts to be well. At the beginning of treatment this is usually performed without charge, depending on the extent of coordination that needs to take place. With ongoing treatment, however, it may be deemed appropriate to arrange for an appointment, either in the office or over the phone, to accomplish this

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and would be billed to the patient at the regular rate. Email correspondences from others for clinical purposes that you wish to be considered may also then be subject to rates as outlined above. You would be fully involved in this process and would know ahead of time if this needed to take place. It would be your decision whether or not this will be arranged.

Occasionally you may request a written report to be generated and provided to a third party. You may discuss with Dr. Applegate at the time of this request whether this is possible, appropriate, and whether a fee may apply depending on the request.

### **Medication/Prescription Policy**

You should be aware of the amount of medication you have left and when you will need a refill. Dr. Applegate will prescribe enough medication to last until your next appointment. If you miss an appointment, it is your responsibility to request a refill so that you do not run out of medication. Dr. Applegate may decline a refill request if he has not seen you recently and feel that an office appointment is clinically indicated.

If you run out of medication before your next appointment, it is best to have your pharmacy call and/or fax the refill request to the office. You may also call the office voicemail or send an email, but do not contact the emergency number for this purpose. If you feel you cannot wait for a response and are concerned about having run out of medication, you may always go to the emergency room or dial 911 to be evaluated for these concerns.

When you leave a message requesting a refill, you may assume that it will be received and the request will be processed as soon as it is possible. Please leave the pharmacy number, your date of birth, name of medication, prescription strength and frequency, even if you think Dr. Applegate already has this information. If the request cannot be processed, you will receive a call from Dr. Applegate to discuss this. You may check with your pharmacy daily to see if they have received the order. If they have not, then the pharmacist may call the office to alert Dr. Applegate of this fact, as unfortunately it is common for them to misplace phoned in orders.

**End of Office Policies**