



## SERVICE AGREEMENT FOR PSYCHIATRIC SERVICES

WITH GARY PETERSON, M.D.

103 EDWARDS RIDGE, CHAPEL HILL, 27517

Welcome to the Southeast Institute for Group and Family Therapy. We have prepared the following information so that you may have a clear understanding of policies and procedures concerning fees, insurance, and confidentiality.

**APPOINTMENTS:** You can schedule appointments by speaking with the office staff weekdays between the hours of 9:00 a.m. and 5:00 p.m. For ongoing psychotherapy, weekly standing appointments are available and encouraged.

**CANCELLATIONS:** Session time is reserved exclusively for you. If you are unable to keep an appointment, please notify our office immediately. Notice of session cancellation is required at least 24 hours in advance of a scheduled appointment. Otherwise, you will be charged for the session. For Monday appointment cancellations, please cancel during the preceding week.

**FEE SCHEDULE:** Service fees depend on the service rendered. The fee for a standard 45-50 minute individual psychotherapy session is \$155. A 45-50 minute psychotherapy session with medication management is \$175. A 20-30 minute medication follow-up session is \$100. The fee for an initial psychiatric evaluation is \$210. At the end of the psychiatric evaluation, you and Dr. Peterson will decide on whether to enter a therapy relationship.

**FINANCIAL AGREEMENT:** You are responsible for all charges incurred for your treatment or the treatment of those for whom you are responsible. You are responsible for payment for all charges not covered by your insurance company. Payment for service is due at each session unless other arrangements have been made with staff. Cash, check and credit cards are accepted. At your request, our staff will prepare statements verifying services for purposes of filing insurance forms. Any account 30 days overdue will be charged 18% APR interest.

**TELEPHONE CALLS:** Psychotherapy can be stressful, and clients may occasionally have a need for crisis intervention by telephone. For such calls, there is no charge for the first five minutes. After the first five minutes a fee of \$2.50 per minute is charged. For calls concerning side effects of medications that have been prescribed by Dr. Peterson, there is no charge for calls up to 10 minutes in duration. If a call is a request for a prescription, you may be charged for Dr. Peterson's time for ordering the prescription. If extensive or prolonged telephone calls to schools, service providers or others are required in the interest of your clinical care, you may incur charges for these calls. After business hours, you may leave a message at 929-1171 that will be picked up the next business day. For urgent calls, leave a message at 929-1171 and also at 929-7769. For life threatening emergencies, arrange for transportation to your local emergency facility, and after you are safe contact us at these numbers.

**CONFIDENTIALITY:** We maintain the confidentiality of all clients and ask that you do the same by not disclosing the identity of any clients seen here or information acquired via contact with other clients. In certain cases, we may be required by law to disclose confidential information. These may include instances of clear and imminent danger to you or another person, suspicion of juvenile abuse, or a court order administered by a judge.

I have read this agreement, and I understand and accept the policies described above.

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Client or Legal Guardian Signature

\_\_\_\_\_  
Client Date of Birth

\_\_\_\_\_  
Date Signed