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Dear prospective consultee/patient:

As I discussed with you per telephone and e-mail, I will be happy to consult on your case in my private practice at the time we agreed upon. The address is provided at the bottom of this letter.

It always is most helpful to have your and/or your child's health records available to me before we speak. You can email or fax them to me at the addresses provided on this letter, or drop-off hard copies. Before the appointment, it would also be helpful for you to sign a release of information in our office, so I can communicate with your previous health team and/or school as needed.

I do not accept insurance in my private practice. Payments are due at the time of your appointment. I accept cash, credit cards, or checks. Please be aware that if you are using a credit card, a 2.5% service charge will be added. Once we have agreed on a treatment plan, you can switch to a monthly invoice system. We expect these accounts to be current. Delays in payment can lead to your termination from my active patient list. We will provide you with standard invoices for your care per your request, once payment has been received. These will need to contain at least one diagnosis and one treatment code. Any other insurance services requested by you or your carrier will be billed at a rate of \$40 per hour.

Services typically provided are: diagnostic interviews; second opinion reviews; individual psychotherapy with or without medication management; medication management only; family assessment; family therapy; forensic psychiatry services. All these will require some face to face contact (in person or by electronic means). Brief telephone contact will not be charged. Telephone calls longer than 15 minutes will be charged at the rates quoted below. Your status in my clinic can be one of three levels: active (at least monthly contact); inactive (no contact for 6 months; note that to switch to my active list again, you will need at least one re-assessment appointment, where we determine your current status and future needs); archival (you have not been seen for 12 months or more, but fewer than 2 years). If you are inactive or archival, your rates for services may be adjusted to current rates.

As a rule, the base rate of \$250 per 15 minute segment of service applies to all psychiatric procedures described above. Following assessment, we will enter a treatment agreement, where rates can differ from the standard rate. Forensic services usually require a referral from your lawyer. Services delivered on my time schedule are billed at the same rate. If these services are mandated by the court or subpoenas, the forensic rates are usually double from the base rate. In the case of forensic services, paperwork and testimony also is subject to these rules.

Please note that I have a 24-hour cancellation policy. Outside that time frame, you will be billed for the full amount of the service previously scheduled.

Sincerely,

Hans Steiner, M.D.
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