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Psychoanalyst

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Clinical Psychologist

Dear New Patient:

I am looking forward to meeting with you for our initial visit together.

In the meantime, we are enclosing some forms describing our office policies regarding fees and appointments. We ask that you take the time to read this information carefully. From experience, we have found that complete disclosure of fee and billing information optimizes a good professional relationship and frees the appointment time for discussion of other, more personal matters. If you have any questions, feel free to call the office at any time, or ask when we meet in person.

My desire is to render the best quality of care possible to all of my patients. In order to do this, I work strictly by appointment. This is the only way in which I can provide adequate time, uninterrupted by other matters, to my patients. In order to do this I need your understanding about how I work.

Generally, office policy requires cancellation of an appointment one week in advance unless we have discussed another arrangement, or unless a substitute session can be scheduled *within the same week*. Obviously, in case of sickness or another unforeseen emergency with self or children, or a snow storm that closes the schools, an exception will be made. Otherwise you are responsible for the fee set aside budgeted for you.

While initially the week long cancellation period may seem extreme, this policy is necessary for me because I only take on a limited number of patients for whom I reserve an entire hour (a 45 minute session and 15 minutes in between so patients have privacy and do not cross paths). This reserves time for you which might be requested by other patients.

This situation differs greatly from a medical practice or general psychiatric practice where the doctor sees patients for a far shorter period of time, often does not operate within a reliable time frame, perhaps has an over-scheduled waiting room, or may be able to fill cancellations on short notice because of waiting lists. Having unexpected empty hours spotted throughout my day is an unworkable situation for me. It is also not fair to people who may have requested these times and been turned down.

Payment is expected at the time of service unless other arrangements have been made with the office manager in advance.

For reasons of confidentiality and other issues, I no longer participate in insurance plans. However, at your request we can issue you a monthly statement which most carriers will accept for submission as proof of service. If you are going to apply for insurance reimbursements, though, it is important that you discuss this with your carrier beforehand since there may be additional paperwork you will need to submit.

Before we begin, kindly return to me the attached

1. "Patient Information Form"
2. "Doctor-Patient Agreement"
3. "Receipt of Privacy Notice"
4. "Confidentiality" statement
5. "Credit Card" authorization form (should you wish to pay by credit card)
6. Page two of the "Patient Information Form"

I look forward to our work together.

Sincerely,

Dr. Carol Munschauer

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