

Behavioral Healthcare Consultants, LLC

Shailaja Shah, MD

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OFFICE POLICIES FOR ALL PATIENTS RECEIVING CARE IN OUR OFFICE

- Appointments that are cancelled without a 24 hour notice will be charged a full session fee. This time is set especially for you and we expect your respect for our professional time.
- Prescription refill requests: Any refill requests must be given to Dr. Shah a week in advance in order to be filled in a timely manner. You may request your pharmacy to call our office a week in advance of running out of your medication. Refills will only be called in after we have accessed your clinical chart to confirm accurate information is reviewed. Prescriptions for Schedule II Controlled substances must be picked up in person
- At the time of the first appointment (Initial visit/ Consultation) , Dr. Shah will discuss with you after an assessment whether she would be the right fit for your treatment. A first appointment does not mean that she will continue to be your treatment provider.
- Dr. Shah does not participate in Third Party Commercial insurance panels. You have the option of choosing her as an "out of network" provider. Payment is expected in full (cash/check) at the time of professional services rendered. You will be given an Invoice which you may choose to submit to your insurance carrier for direct reimbursement to you.
- Dr. Shah is a "Non participating" Medicare Provider. Payment is expected in full (cash/check) at the time of professional services. Dr. Shah will complete and submit a HCFA Medicare claim to Medicare on your behalf in an effort for Medicare to reimburse you directly for professional services rendered by Dr. Shah.
- HIPAA privacy: I have read the online HIPAA privacy policy on www.bhcc-MD.com
- We appreciate your understanding and cooperation

I accept

Signature of Patient or Legal Guardian

Date