

GEOFFREY TAYLOR, M.D.

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PRACTICE POLICIES, COMMUNICATION AND PRIVACY NOTICE

Physician-Patient Relationship

Please note that the initial visit will be a comprehensive psychiatric evaluation. Following this evaluation, Dr. Taylor will provide an assessment and treatment recommendations. A physician-patient relationship is established if we mutually agree that Dr. Taylor's practice is an appropriate place for treatment. If this mutual agreement does not occur, Dr. Taylor will provide an appropriate referral.

Visit Frequency, Cancellation, Late and No-Show

All initial patients will need to have routine follow-up visits at least once per month. Appointments will always end at the scheduled time and full fee charged, including if you arrive late. Appointments that begin late due to Dr. Taylor's schedule will last for the full scheduled duration. There will be no fee charged for appointments cancelled at least 48 hours in advance. No-shows (missed appointments without any notice) will still be charged the full fee of the visit. Please note that your insurance company will usually not reimburse you for missed appointments.

Payment and Fees:

Payment is due at the time of service. Please refer to financial agreement for details. Please be advised that even if you elect to pay for service in cash or check, I require a credit card on file for backup charges in case of non-payment.

General Communication:

Dr. Taylor is available through his private practice phone number from 9AM-7PM. You will usually reach his voicemail, and routine messages will be answered within one business day. In the event of any emergency, particularly those that occur between 7PM and 9AM, you should call 911 or proceed to the nearest emergency room.

Telepsychiatry:

Dr. Taylor conducts tele psychiatry sessions using video-conferencing software that is HIPAA-compliant. The same fees and missed appointment policies apply for tele psychiatry sessions as for in person sessions. Please refer to financial agreement and cancellation policy.

Email and Texting:

Dr. Taylor uses a HIPAA compliant text message system. If you wish to communicate with Dr. Taylor via unencrypted email, you can sign and submit the Authorization for Non-Secure Communication of Protected Health Information. Please be advised that email or text messages should be used for administrative purposes only, which are limited to the following:

- Prescription refill requests
- Appointment requests
- Scheduling issues (cancellation and re-scheduling)

Email and text message should never be used for:

- emergency situations

- If you are experiencing any desire to harm yourself or others
- If you are experiencing a severe medication reaction
- If you need an immediate response
- Clinical information (including but not limited to: significant life events, changes in mood, medication side effects)

The above-referenced situations should always be discussed either over the phone, over teleconference, or in person.

Medications and Controlled Substances:

If appropriate, prescriptions for medications will be provided once the evaluation is complete and if a physician-patient relationship is established. Early refills for controlled substances will not be provided except under very rare circumstances. Lost prescriptions for controlled substances will not be replaced. In accordance with New York State Law, Dr. Taylor routinely monitors prescriptions of controlled substances of all patients. Dr. Taylor may discontinue prescriptions of controlled substances at his discretion, for circumstances including but not limited to: receiving controlled substances from multiple physicians without informing Dr. Taylor, selling/exchanging/giving your medication to others, using medications in ways not prescribed or repeated loss of medications or prescriptions.

Privacy:

Messages received from Dr. Taylor via the electronic medical record are secure and HIPAA-compliant. However, your personal email system may not be secure or others may have access to your email. For this reason, please do not communicate via email any health information that you wish to keep private. Dr. Taylor uses a phone and voicemail system that is private and password protected, and HIPAA-compliant.

Ending Treatment:

Treatment typically ends at a mutually agreed upon time when the goals of treatment are satisfied. You may choose to end treatment at any time. In certain situations, Dr. Taylor may decide to end treatment. Such situations may include but are not limited to: failure to adhere to the above agreement, non-payment of sessions, frequently missed appointments, threatening behavior, and poor communication (routine failure to return phone calls). In addition, Dr. Taylor may decide that outpatient private practice is not the appropriate treatment modality for you. In such instances, Dr. Taylor will inform you of the end of treatment, provide a 30-day supply of medication and assist in finding you a new provider.

Acknowledgement:

I have reviewed, understand and agree to the above notices and policies.

Signed

Print

_____/_____/_____
Date