

Kirandeep Kaur, DO  
Psychiatry Psychotherapy

Office Policies

Welcome to the office of Dr. Kirandeep Kaur. I hope that each visit will meet your expectations regarding service, courtesy and timeliness.

Please arrive on time for your scheduled appointment. If you arrive 15 minutes or more late for your appointment, it is possible that you may be asked to reschedule your visit so as not to inconvenience other scheduled patients. If you do not show for your appointment or reschedule, your medication may not be filled.

The initial evaluation fee is \$250 for a 50-60 minute visit. Each psychotherapy session with or without medication management is \$200 for 45-50 minutes. For only medication management, the fee is \$100 for 25-30 minutes.

A cancellation fee equal to that of a missed appointment will be charged if an appointment is not cancelled more than 24 hours in advance. If the cancellation is due to an emergency, that will be addressed on an individual basis.

A charge of \$25 for returned checks will be made.

My practice charges \$25.00 for medical records/paperwork requested by the patient.

A \$10.00 fee for replacing lost or expired prescriptions will be charged, \$15.00 for triplicate prescriptions.

I am always glad to receive comments on how I can better serve you. Please address any thoughts, problems or issues with me that you may have.

I have read and understand the above information. I acknowledge and agree with all the above.

\_\_\_\_\_  
Patient/Guardian Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date