

Reminders for Kyle Hale's Patients

1. **Please arrive promptly.** Should you arrive late, your appointment will still need to end at its scheduled time. If you are more than 10 minutes late for a visit, you may be required to reschedule.
2. Please give at least **24-hours-notice** if you know ahead of time that you will miss a scheduled appointment. You may still be responsible for the cost of appointment at the hourly rate if you fail to do so.
3. Payment is required at **time of service**, including co-pays. Payment plan options may be available given extreme/extenuating circumstances.
4. Please make sure to bring any **psychiatric medication records** to your appointment, as this will speed up the process of making/confirming your diagnosis and selecting appropriate treatment.
5. All clients who are prescribed a controlled substance for any reason will be required to sign a **Controlled Substances Agreement**. You will also be required to take random urine drug screens or pill counts as a part of your treatment. At least one in-office visit per year will also be expected. This is to ensure your safety and the effectiveness of the medication you are prescribed.
6. Plan for an initial visit to last about 1 hour, and for a follow-up visit to last about 30 minutes, and please, **schedule accordingly**.
7. Feel free to **bring any questions** you may have. This is your time!

We look forward to working with you

Patient signature _____

Date

CRNP signature _____

Date