

# Embracing Life Wellness Center

Melissa Fickey, M.D.

Sarah Cash, A.R.N.P. • Heather Hughes A.R.N.P.

## FINANCIAL POLICY

**\*WE DO NOT BILL FOR CO-PAYMENTS, DEDUCTIBLES, OR OUTSTANDING BALANCES\***

**\*\*ALL FEES AND BALANCES WILL BE COLLECTED AT THE TIME OF CHECK IN\*\***

**We accept Cash, Visa, MasterCard, and American Express**

**\*\*WE DO NOT ACCEPT CHECKS AS A FORM OF PATIENT PAYMENT\*\***

If you present for an appointment with a check as your only form of payment, your appointment will have to be rescheduled to another date when you can bring in cash or credit card as a payment.

### INSURANCE

As a courtesy, if a patient is covered by a policy of insurance in which Dr. Melissa Fickey is a participating or contracted provider, a claim will be forwarded on the behalf of the patient to the insurance company for payment. Filing of said insurance claim may be forwarded to the insurance company by first class mail or electronically. We may accept assignment of insurance benefits at your initial visit. The balance is the patient's ultimate responsibility regardless of insurance payment or not. We require a copy of the insurance card and photo identification for our records before we agree to submit a claim on the patient's behalf to the insurance carrier. In the event that we do not have a provider agreement with a particular insurance carrier or we are considered an out of network provider for the patient's insurance plan, we will collect payment in full for any services at the time they are rendered. **We do not submit claims for payment to any insurance carrier that we are considered an out of network provider.** If we bill the insurance company and we do not receive payment from them within 90 days of the treatment date, the balance will be transferred to the patient and becomes the patient's financial responsibility. Please be aware that after a claim has been submitted to the insurance company, that particular insurance company can, in some cases, consider the services rendered not reasonable or necessary or may not be considered as a covered service under the medical insurance plan. For insurance plans that are considered "in network," **all copayments and deductibles will be collected at the time services are rendered.** In accordance with our agreement with the particular insurance carrier, the patient will only be charged for applicable co-pays or deductibles as dictated by the insurance plan. If, however, we receive a denial from the insurance company stating that benefits have terminated or the patient is no longer eligible for coverage, please refer to the paragraph above. Many insurance companies require that patients obtain a pre-authorization for mental health or substance abuse services. **It is the responsibility of the patient to obtain this pre-authorization and failure to do so will result in the patient being responsible for all costs incurred for their services.** If an insurance company has a restriction regarding the payment of these fees, the patient's signature hereby waives the rights the insurance company specifies. If the patient is a Medicare patient paying self-pay (we are not in network with Medicare) please be aware the self-pay rates are \$300.00 for an initial evaluation (procedure code 90792) and \$100.00 a visit for medication management (procedure code 99213). If the follow up appointment goes over 15 minutes, an additional charge will be applied.

### MINOR PATIENTS

A legal guardian or parent must accompany all patients under the age of 18 to their appointments. The legal guardian or parent that accompanies any child to an appointment must be prepared to make payment at the time services are rendered. We do not bill any party that is not present at the time of the appointment for services rendered, regardless of any court order or decree that deems another party (that is not present) is financially responsible for the child's expenses. It is the responsibility of the adult accompanying the minor to the appointment to recover or seek reimbursement for their expenses from the legally obligated party. Unaccompanied minors will not be seen unless prior arrangements have been made with our office.

### MISSED APPOINTMENTS

It is our office policy that appointments should be canceled with at least a 24-hour notice. Failure to show for or notify of an appointment cancellation will result in a No-Show fee being charged to your account. **Charges are \$50.00 for a follow up appointment and \$100 for a new patient appointment.** This fee is not billed to or covered by insurance.

### OTHER CHARGES

There will be a fee charged for the completion of any paper work or letters written on behalf of any patient including but not limited to FMLA, disability determination paperwork, medical narratives, treatment summaries, hospital homebound, treatment facility applications, intensive outpatient applications, and partial hospitalization application forms. **There will be a minimum fee of \$25.00 up to a maximum fee of \$250.00 charged for the completion of any items.**

### ACCOUNT BALANCES

We require that self-pay patients with balances due to pay the account balance to zero prior to receiving further treatment. **Patients with balances over \$100 must make payment arrangements prior to scheduling future appointments.** Patients with questions about balances or would like to discuss a payment plan option, may call and speak with a staff member with whom they can review their account.

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Patient Signature or Legally Authorized Representative

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Date

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## **FDA ADVISORY**

This information is being provided for informational purposes regarding the FDA advisory that has been issued relating to antidepressants. The FDA has asked that most drug companies that manufacture antidepressants include a package warning regarding the worsening of symptoms and suicidality while being treated with antidepressant therapy. We are providing this information to make you aware of the FDA warning and to **stress the importance of monitoring of the patient while taking antidepressants**. Monitoring of the patient by our office will be handled regularly scheduled follow up appointments. **It is imperative that you keep follow up appointments as requested by the physician**. If there is need to inform the physician of a dramatic worsening in symptoms or if there are concerns that arise prior to the scheduled appointment, you are asked to contact our office.

## **CLINICAL WORSENING & SUICIDE RISK**

Patients with major depressive disorder, both adult and pediatric, may experience worsening of their depression and/or emergence of suicidal ideation and behavior (suicidality), whether or not they are taking antidepressant medications, and this risk may persist until significant remission occurs. Although there has been a long-standing concern with antidepressant, having a role in inducing such behaviors has not been established. Nevertheless, patients being treated with antidepressants should be observed closely for clinical worsening and suicidality, especially at the beginning of a course of drug therapy, or at the time of dose changes, either increases or decreases. Consideration should be given to changing the therapeutic regimen, including possibly discontinuing the medication in patients whose depression is persistently worse or whose emergent suicidality is severe, abrupt in onset, or was not part of the patient's presenting symptoms.

Because of the possibility of co-morbidity between major depressive disorder and other psychiatric and non-psychiatric disorders, the same precautions observed when treating patients with major depressive disorder should be observed when treating patients with other psychiatric and non-psychiatric disorders.

The following symptoms, anxiety, agitation, panic attacks, insomnia, irritability, hostility (aggressiveness), impulsivity, akathisia (psychomotor restlessness), hypomania, and mania, have been reported in adult and pediatric patients being treated with antidepressants for major depressive disorder as well as for other indications, both psychiatric and non-psychiatric. Although a causal link between the emergence of such symptoms and either the worsening of depression and/or the emergence of suicidal impulses has not been established, consideration should be given to changing the therapeutic regimen, including the possibility of continuing the medication, in patients for whom such symptoms are severe, abrupt in onset, or were not part of the patients presenting problems.

Families and caregivers of patients being treated with antidepressants for major depressive disorder or other indications, both psychiatric and non-psychiatric, should be alerted about the need to monitor patients for the emergence of anxiety, agitation, irritability, and the other symptoms described above, as well as the emergence of suicidality, and to report such symptoms immediately to health care providers.

A major depressive episode may be the initial presentation of bipolar disorder. It is generally believed (though not established in controlled trials) that treating such an episode with an antidepressant alone may increase the likelihood of precipitation of a mixed/manic episode in patients at risk for bipolar. Whether any of the symptoms described above represent such a conversation is unknown.

Decision to start antidepressant therapy has been based on the **benefit vs risk ratio**. You as patient or guardian/parent of the patient have agreed to this course of therapy knowing the possible risks associated with these treatments.

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Patient Signature or Legally Authorized Representative

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Date

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Child, Adolescent, & Adult Psychiatry  
Authorization for Verbal Communication and/or to Leave Voicemail Messages  
(This does NOT authorize release of copies of medical records)

Patient Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Month/ Day/ Year

Patient Authorization: I hereby authorize Embracing Life Wellness Center to leave detailed, personal health information by the following means:

Voicemail message at my home number: \_\_\_\_\_  
(area code and number)

Voicemail message at my work number: \_\_\_\_\_  
(area code and number)

Voicemail message on my cellular phone: \_\_\_\_\_  
(area code and number)

Voicemail at a different location: \_\_\_\_\_  
(area code and number)

Verbal message with my spouse or partner: \_\_\_\_\_  
(name of spouse or partner)

\_\_\_\_\_  
(area code and number)

Verbal message with other family member: \_\_\_\_\_  
(name of family member)

\_\_\_\_\_  
(area code and number)

Other: \_\_\_\_\_

With my signature below, I acknowledge and understand that this authorization will be kept in my medical record and that the communication parameters listed above will remain in effect until revoked by me in writing. It is my responsibility to notify Embracing Life Wellness Center in writing should I wish to change one or more of the telephone numbers and/or contacts listed above.

\_\_\_\_\_  
Patient Signature or Legally Authorized Representative

\_\_\_\_\_  
Date

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## **PATIENT CODE OF CONDUCT**

As a patient I, \_\_\_\_\_ agree to accept the terms of this patient code of conduct agreement.

\_\_\_\_\_ I agree to keep and be on time to all my scheduled appointments. I understand that frequent missed appointments or late cancellations may result in being dismissed from the office.

\_\_\_\_\_ I agree to notify the office of any changes to personal information such as name, address, telephone, or insurance changes.

\_\_\_\_\_ Due to limited space in the waiting room, I agree to only bring myself and possibly a supportive advocate to my appointments, arranging for childcare before my appointment day and time. Additionally, If I am an adult accompanying a minor, I will bring only the child for whom the appointment is for.

\_\_\_\_\_ If I am an adult accompanying a minor, I agree to supervise the child while in the office to avoid unruly behavior.

\_\_\_\_\_ I agree to adhere to the payment policy outlined by this office and keep my account in good standing.

\_\_\_\_\_ I agree to conduct myself in a courteous manner towards the staff and providers.

\_\_\_\_\_ I understand that if I am disrespectful to staff or disrupt the care of other patients, my care may be terminated.

\_\_\_\_\_ I agree to respect the rights and property of the staff and other persons in the office.

\_\_\_\_\_ I agree not to sell, share, or give any of my medication to another person. I understand that such mishandling of my medication is a serious violation of this agreement and would result in termination without any recourse for appeal.

\_\_\_\_\_ I agree not to deal, steal, or conduct any illegal or disruptive activities in the provider's office.

\_\_\_\_\_ I agree that the medication I receive is my responsibility and I agree to keep it in a safe, secure place. I understand that lost or stolen medication will not be replaced regardless of the reason for loss.

\_\_\_\_\_ I agree not to obtain any controlled medications from any doctors, pharmacies, or other sources without telling my provider.

\_\_\_\_\_ I agree to take my medication as my provider has instructed and not to alter the way I take my medication without first consulting my provider.

\_\_\_\_\_ I understand that medication alone is not sufficient treatment for my condition, and I agree to participate in counseling as discussed and agreed upon with my provider and specified in my treatment plan.

\_\_\_\_\_ **I understand that violations of the above may be grounds for termination of treatment.**

\_\_\_\_\_  
Patient Signature or Legally Authorized Representative

\_\_\_\_\_  
Date

# Embracing Life Wellness Center

Melissa Fickey, M.D.

Sarah Cash, A.R.N.P. • Heather Hughes A.R.N.P.

6332 US HWY 301 S  
RIVERVIEW, FL 33578



PH: (813)- 662-5919  
FX: (813)- 671-8374

## AUTHORIZATION FOR RELEASE OF INFORMATION

Date: \_\_\_\_\_ Patient Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

This authorization will allow Dr. Fickey to exchange general medical as well as psychiatric/ alcohol/ drug abuse/ HIV/ and or AIDS information from my health record in accordance with Florida Statutes 394, 459, 90.503, 394.4615, 397.501 and Federal Regulations (42 CFR Part 2) with:

### **PRIMARY CARE PROVIDER:**

\_\_\_\_\_  
(Name of Agency/ Organization/ Professional or Individual)

\_\_\_\_\_  
Address Information

\_\_\_\_\_  
Telephone Number/ Fax Number

I hereby authorize the use or disclosure of my individually identifiable health/ psychiatric/ mental health information as described below. I understand that the information I authorize any person or entity to receive or collect about me may be re-disclosed and no longer protected by federal privacy regulations. I understand the office of Melissa Fickey, M.D. cannot guarantee the privacy of my records once they have been released to an outside party and shall be held harmless from any liability or negligence from the re-disclosure or release of my records.

### **PLEASE CHECK ALL THE APPLY BELOW**

<input type="checkbox"/> Physician Discharge Summary	<input type="checkbox"/> Psychological Evaluation	<input type="checkbox"/> Medical History
<input type="checkbox"/> History/ Physical Examination	<input type="checkbox"/> Psychiatric Evaluation	<input type="checkbox"/> Lab Results
<input type="checkbox"/> Consultation	<input type="checkbox"/> Progress Notes	<input type="checkbox"/> Diagnosis
<input type="checkbox"/> Recommendation for Treatment & Care	<input type="checkbox"/> Treatment Plans	<input type="checkbox"/> Verbal Communications
<input type="checkbox"/> Psychiatric Discharge Summary	<input type="checkbox"/> Billing Records	<input type="checkbox"/> Insurance Coverage Info

**ENTIRE FILE**

Other Information: \_\_\_\_\_

### **The purpose for the release and disclosure of this protected health information if for:**

Continuation of Care       Coordination of Care/Treatment       Other: \_\_\_\_\_

A general medical authorization or subpoena duces tecum without a specific authorization provided to release psychiatric/ alcohol/ drug abuse/ HIV and or AIDS information must have this waiver from the patient or his/her legally authorized representative. A copy of this authorization shall be considered as void as an original signed copy. I understand that I have a right to refuse this authorization. If I approve, I further understand that Melissa Fickey, M.D. is released from all legal liability arising from the release of the information requested. Treatment will not be conditioned on the provision of a signed authorization except as permitted by law.

### **Prohibition on Redisclosure:**

This information has been disclosed to you from the records whose confidentiality is protected by Federal law. Any further re-disclosure is strictly prohibited. These records may be protected by Federal Regulation (42CFR Part2). This consent is subject to revocation at any time, except to the extent that the program which is to make the disclosure has already taken action in reliance upon it. This authorization will remain valid until written revocation of the authorization id made by the patient or patient's guardian. No authorization shall remain longer than 1 year from the date of its execution.

\_\_\_\_\_  
Patient Signature (If patient is over the age of 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legally Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

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### INSURANCE COMPANY NAME ONLY:

\_\_\_\_\_  
(Name of Agency/ Organization/ Professional or Individual)

\_\_\_\_\_  
Located on the Back of the Card

\_\_\_\_\_  
Address Information

\_\_\_\_\_  
Located on the Back of the Card

\_\_\_\_\_  
Telephone Number/ Fax Number

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<input type="checkbox"/> History/ Physical Examination	<input type="checkbox"/> Psychiatric Evaluation	<input type="checkbox"/> Lab Results
<input type="checkbox"/> Consultation	<input type="checkbox"/> Progress Notes	<input type="checkbox"/> Diagnosis
<input type="checkbox"/> Recommendation for Treatment & Care	<input type="checkbox"/> Treatment Plans	<input type="checkbox"/> Verbal Communications
<input type="checkbox"/> Psychiatric Discharge Summary	<input checked="" type="checkbox"/> Billing Records	<input checked="" type="checkbox"/> Insurance Coverage Info

\_\_\_\_\_  
**ENTIRE FILE**

Other Information: \_\_\_\_\_

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\_\_\_\_\_  
Patient Signature (If patient is over the age of 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legally Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date