



... we're listening

## John M. Bouras, M.D., P.A. PSYCHIATRY

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### Office Policies

*We, at John M. Bouras, MD, PA\*, appreciate the confidence you have shown in choosing us to provide for your psychiatric health care needs. We take pride in providing quality, confidential, and compassionate care. We also want to make sure that you are aware of our office policies that outline what is expected from us and from you.*

*Please, let us know if you have any questions.*

#### Confidentiality

John M. Bouras, MD, PA follows HIPAA guidelines and takes confidentiality very seriously. A copy of the office's Notice of Privacy Practices (HIPAA), which explains how your medical information will be used and disclosed, is posted on the practice's website, [www.drbouras.com](http://www.drbouras.com), and a copy is also available upon request by the receptionist.

#### Contact Information

It is important that we have accurate and up to date contact information about you. Please, let us know if you have any changes in your mailing address or contact phone. We will use the preferred phone number that you have checked on the registration form to leave any appointment reminders or other information, unless requested otherwise.

#### Insurance Information

We do not participate with any health insurance plan (we have "opted-out" of Medicare and we do not accept Medicaid). If you would like for us to file a claim with your health insurance, we may do so on your behalf as a courtesy to you, and any reimbursement will come directly to you. Each health insurance plan is different, so we cannot guarantee how much your health insurance will reimburse you. It is your responsibility to obtain any prior authorization that your health insurance plan may require prior to your visit.

#### Appointments

New patient evaluation, TMS Consultation, and TMS Therapy session appointments are scheduled for one (1) hour. Follow up appointments usually last 15-20 minutes. Depending on the complexity or the need for therapy, sessions might take longer than that. Even though, we usually see you on your scheduled time, we ask for your understanding if patients ahead of you need a longer session. Please, rest assured that we will make time for you when you need it. Please, be courteous for the next patient and come to your appointment on time. If you arrive more than fifteen minutes late, you may be asked to reschedule your appointment. If you arrive late and can still be seen, you may have to wait, so as to not inconvenience other patients. If you have another Psychiatrist and you are seen here only for TMS Therapy, you should continue making regular appointments with your Psychiatrist.

