

## **Connecticut Psychiatric Partners, P.C.**

### **Practice Policies**

We are a psychiatric group, comprised of 4 psychiatrists:

- Carlos Salguero, M.D. (Partner. Adult and Child Psychiatrist)
- Amit Rathi, M.D. (Partner. Adult and Child Psychiatrist)
- Carlos Gonzalez, M.D. (Independent Contractor. Adult and Child Psychiatrist)
- Arturo Morales, M.D. (Independent Contractor. Adult and Psychiatrist)

#### **Our services include:**

- Psychiatric evaluation and management, for all ages.
- Individual therapy, for all ages.
- School evaluations
- Custody Evaluations

We also collaborate with several individual therapists in the community, and would be glad to provide you with a referral, fitting your needs.

#### **We do not provide:**

- Substance abuse treatment, if substance use is the primary issue.

### **WHAT TO EXPECT DURING AN INITIAL EVALUATION**

Your first visit will consist of an initial evaluation with us, which usually lasts 60-90 minutes, depending on your specific presentation. Before the end of the first visit, your doctor will determine whether or not you will benefit from further evaluation or begin treatment. In some cases, an additional visit may be necessary to complete the initial evaluation (e.g. for someone with an extensive psychiatric history or complicated presentation) as extra time may be needed to gather information from you, speak to your family or loved ones, review past medical records or order any necessary lab work. If this is the case, your doctor will ask to schedule additional time (30-60 minutes) with you at a future date in order to complete your initial evaluation.

The initial visit is a consultation, and is an opportunity to decide whether or not we are the right practice for you. Medications are

generally not prescribed until the evaluation has been completed, so please make sure that you have enough medication from your previous treating physician. If it turns out that you may benefit from treatment elsewhere, you will be referred to an appropriate treatment center.

During the evaluation, you will be asked questions about your current symptoms, your past psychiatric history, your medical history and other relevant information. These questions may be personal and uncomfortable to talk about or cause discomfort in some people. You are encouraged to be as open as possible so that the most accurate information can be used to help formulate your case.

If you have past medical or psychiatric records that may be helpful, copies of laboratory results or other test results, please bring them to the first visit. Please also have available contact information of your previous psychiatrists or other physicians taking care of you so that our physician can obtain collateral information if needed. Once you call to schedule an initial evaluation, we will e-mail you an appointment confirmation along with the evaluation forms that are necessary to complete prior to your first visit. We recommend that you download, print out, and complete the necessary paperwork ahead of time so that you and your psychiatrist can concentrate on your current concerns and your treatment plan in your initial visit, rather than filling out paperwork. If you choose not to fill out the forms ahead of time, you should arrive 30 minutes before your initial appointment to fill out paperwork. When you arrive, please check in with the receptionist, and then wait for the physician to come and get you.

### **MEDICATION POLICY**

Medications can be prescribed after the initial evaluation has been completed. Established patients are always given enough medication and refills until the next office visit, so refills are not necessary over the phone. This is to limit medication errors and to protect your safety. If you have missed or cancelled an appointment, you will be provided with enough medication until the re-scheduled visit, within 1-2 weeks of the missed appointment.

### **PROFESSIONAL FEES**

Fees is expected to be paid prior to the appointment.  
\$400 to \$450 for a 60 - 90minute initial consultation  
\$350 for 50minute therapy session, with or without medications  
\$250 for 20 - 25minute medication-only, follow-up visits  
*We accept cash, checks and all major credit cards.*  
*Fees is Non- Refundable.*

## **INSURANCE**

Our providers do not participate in any insurance panels. Elimination of insurance obligations allows him to provide high-quality services that are tailored to your personal needs, not insurance company demands. Therefore, you will need to pay out-of-pocket at the time of service, and obtain reimbursement from your insurance companies for out-of-network benefits. You will be provided a receipt for each visit for your submission.

**\*\*Please note that many PPO plans do provide some reimbursement for mental health care provided by an out-of-network provider, so you may get a substantial portion of our fees back from your insurance company, depending on your specific plan. We recommend you contact your insurance company to inquire about your out-of-network mental health service benefits if insurance reimbursement is an important issue.**

## **CANCELLATION AND NO-SHOW POLICIES**

A block of time is reserved for your appointment, so if you need to cancel, please give at least 48 business hours of advance notice. Business hours are considered the weekdays between Monday 8 am and Friday 5 pm. For example, if you have an appointment at 4 pm on Monday February 7th, you would need to cancel by 4pm, Thursday February 4th. Should you cancel within less than 48 business hours of the designated time, or fail to appear for an appointment, you will be charged the full fee for the visit. Your insurance company will likely not reimburse you for missed sessions. Consistent attendance at follow-up appointments is important for safe medical care and we may discharge the patient from our practice if they a.

## **EXPECTED LENGTH AND FREQUENCY OF TREATMENT**

Length of treatment is individualized and determined collaboratively between you and your psychiatrist. Some patients will be appropriate for weekly psychotherapy sessions to continue the process of addressing current or past issues or pursuing goals of increased self-awareness, pattern change, or interpersonal growth. For medication treatment, the recommended length of treatment for most disorders is generally one year or greater, depending on your specific case. Cases that are complicated by co-morbid presentations (more than one disorder) or history of non-response to treatment may take longer.

The frequency of visits depends on the specific case. For patients who are being seen for medications alone, bi-weekly or monthly visits may be appropriate. Patients may be seen more often during initial treatment or medication adjustments. Patients on a stable medication regimen may be seen every one to two months. Continuous monitoring is important to ensure that you remain well.

***Emergencies:*** *We are unable to respond to emergent issues and request that you call 211 / 911 if you are concerned for the imminent safety of your child, yourself or others. For any other issues, call (860) 707-3502.*

*If you are running out of medications, prior to your appointment, you should leave a message with your name, dob, medication name, dose and pharmacy phone number. Please be aware that it may take our office up to 5 business days to call in your medications.*

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**Signature**

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**Date**