

**BEACON BEHAVIORAL HEALTH ASSOCIATES, LLC
PRACTICE POLICIES**

PRESCRIPTION REFILL

It is important to keep track of your prescriptions so that you do not run out of medications. At your first visit, you will receive enough medications to last until your next scheduled visit. If you need to cancel, make sure to reschedule in a timely fashion so you do not run out of medication. If you do run out, refill requests can be called in to (508) 743-5542 or email your provider directly.

One week notice is required for all prescription refills. Refills are not processed on Saturday or Sundays. Do not rely on the pharmacy refill requests. You must call or email directly to request your refills.

PAYMENT

Payment is due at the time of the visit for copays and/or out of pocket expenses. Payment can be made by cash, check or credit card.

CANCELLATIONS OR RESCHEDULING

We require 24-hour notice for cancellations or rescheduling an appointment. You may be subject to a \$75 fee for a missed appointment or cancellation of less than 24 hours. Please call 508-743-5542 to change or cancel your appointment. We have a waiting list of patients eager to get an appointment, so we can fill the spot if we receive notification in advance. Thank you for your understanding.

EMERGENCIES ONLY

For true medical or psychiatric emergencies, you should go to the emergency department closest to you and have the ED personnel contact your provider. To reach Cheryl, the number is (508) 776-1432. You may call the main number (508) 743-5542 and someone will get back to you within 24 hours. Messages are not accessed on weekends.

I HAVE READ AND AGREE TO THE OFFICE POLICIES:

SIGNATURE: _____ DATE: _____