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Patient Agreement and Office Information

1. Notify your provider if there are any significant changes in your psychiatric or medical condition.
2. Notify your provider if you suspect or know that you are pregnant or if you plan to become pregnant in the near future. Pregnancy may affect treatment recommendations.
3. If you feel you are at risk of hurting yourself or others, notify your provider immediately and go to the nearest ER.
4. If your medication makes you drowsy or slows your reaction time, refrain from driving and notify provider. Also notify them if your medications cause any other significant side effects.
5. It is advised to not drink alcohol, or take illicit drugs while taking psychiatric medications. At this time we require yearly urine drug screens if you are prescribed any controlled substances (sleep aids, ADD/ADHD, or anxiety medications). Random screens are at the discretion of provider.
6. As a courtesy, we try to give you a call 24 to 48 hours before your appointment. However, your appointment is ultimately your responsibility. When canceling an appointment, 24 hours notice is required. If you have to cancel for a Monday appointment and it is over the weekend you can call your providers directly by using their cell phone numbers. If you do not cancel your appointment and you do not show up for the appointment, you will be charged the full amount of the appointment, (not just your co-pay). Your insurance will not pay for an appointment you did not attend. You will be 100% responsible for the full cost of missed appointments. When scheduling an appointment a price of either \$350.00 or \$100.00 is assigned for that time slot depending on the type of appointment.
7. There will be a \$20.00 charge on schedule 2 prescriptions (ADD/ADHD prescriptions) that have expired and have to be rewritten, due to not being picked up in our office or filled by you within 21 days, allowing the prescription to expire. Rewritten prescriptions requested by you will be available for pick up the next business day. Please note the office has limited hours on Fridays.

Patient Signature

Date

8. Office hours are from 8:00-5:00 PM Monday through Thursday and variable hours on Fridays. Saturday appointments are available on the second and last Saturdays of the month from 8:00 - 12:00 PM but are subject to change during holidays.
9. The standard charge for a new patient evaluation is \$350.00. Follow-up appointments are \$100.00. Prices will vary per contract with insurance companies.
10. We accept cash and credit card payments only and do not accept checks of any kind for payment of services. All services must be paid in full at the time of service.
11. Please schedule your appointment to anticipate that we may run behind for emergencies or additional time needed by patients. When making a return appointment please keep in mind that your provider can be fully booked up 4 to 6 weeks. Please make your appointment in a timely manner.
12. Insurance companies may require a prior authorization for your medications. As a courtesy, we will contact your insurance once the pharmacy has faxed us the denial. It may take 3 to 5 business days for your insurance to complete the prior authorization. If denied again by your insurance we do not do an appeal unless approved by your provider and a cost of \$50.00 for the appeal will apply. This does not guarantee it will be approved by your insurance.
13. Please be courteous to your fellow patients, if you must talk on the phone please step into the hallway.

We are attempting to provide you with the best service possible and want you to know that we appreciate you as a patient.

Patient or Guardian Signature

Date