

Eric Yarbrough, MD PLLC
Policies and Procedures

Office Hours, Location, and Contact Information

- Office hours are generally Monday - Thursday, 2pm to 8pm.
- The office is located at 29 5th Avenue, Suite 1A, New York, NY 10003.
- Buzzer 9 should be used to enter the building.
- The waiting room is through the first door on the left.
- Phone: 212-812-3307
- Email: office@ericyarbroughmd.com

Services and Current Fees

- Psychiatric Evaluation (50 min) - \$500
- Psychotherapy/Medication Session (45 min) - \$400
- Medication Management Session (25 min) - \$350
- Forensic Evaluations - \$400 per hour
- Hospital Consultations - \$400 per hour
- Forms/Letter Writing - \$100 per 15 minutes
- Conversations with Third Parties, Therapists, Family, Partners, etc. - \$100 per 15 minutes

These fees are subject to periodic changes. You will be notified of any changes in fees three months before the changes are implemented.

Payment and Invoices

- All patients shall provide credit card information and be charged automatically after each visit.
- If a payment is not properly processed, the patient will be notified. Subject to ethical and professional obligations, if fees have not been paid within 30 days, Eric Yarbrough, MD PLLC reserves the right to suspend or terminate services.
- A statement of charges will be sent monthly.

Cancellations

- There will be no charge for appointments cancelled 72 weekday hours or more before the appointment. Cancellation requests sent over the weekend will not be reviewed until Monday.
- The full fee will be charged for appointments cancelled less than 72 weekday hours before the appointment.

Frequency of Visits

- New patients are seen at least monthly for the first six months; every patient must be seen at least once every three months.
- The frequency of visits depends on an individual's clinical needs.

Emergencies

- In case of a psychiatric emergency, patients must call 911 or go to their nearest emergency room.
- The treating emergency room physician should be given the psychiatrist's contact information so they can connect as soon as possible.
- If a patient has an urgent issue and cannot find an appointment, the patient should email the psychiatrist with their availability and the psychiatrist will try to make accommodations.

Medication Refills

- Medication refills are discussed during appointment times.
- Any concerns regarding getting prescriptions filled should not be sent via e-mail.

Controlled Substances

- Patients prescribed medications that are labeled as controlled substances must meet with their psychiatrist at least monthly; more frequent visits may be necessary.
- Prescriptions of controlled substances will not be refilled early under any circumstances.
- Medications should never be shared with others, and a urine toxicology test may be required.

Communication

- Psychiatrists will respond to emails and voicemails within 72 business hours.
- Emails are reviewed once a day to look for urgent requests.
- All non-urgent matters will be handled during business hours.

Privacy and Confidentiality

- Eric Yarbrough, MD PLLC is committed to ensuring the privacy of patients and confidentiality of private health information.
- Regardless of its efforts, privacy and confidentiality cannot be assured.

- Patients should be discreet in discussing private matters in emails, texts or by cellular telephone. Emails are not private or confidential; only non-clinical information should be discussed via email, like coordinating appointments and basic information.
- Specific health information – including symptoms and side effects – must be discussed during appointment times only.
- It should be noted that secure and/or encrypted communication or file sharing is not a guarantee of privacy or confidentiality but may be used as needed.

Release of Information

By engaging in care with Eric Yarbrough, MD PLLC, the patient authorizes psychiatrists working for Eric Yarbrough, MD PLLC to speak to any other clinical providers the patient sees for treatment. The psychiatrist will notify patients before doing so.

Alternate Coverage

- Eric Yarbrough, MD PLLC contracts with select, qualified psychiatrists to provide treatment to patients.
- At various times - for instance, during a psychiatrist's vacation - an alternate psychiatrist may temporarily handle a patient's case. The treating psychiatrist will notify patients in advance of such arrangements.

Public Interactions and Social Media

- Because of the nature, privacy, and ethics around psychiatric care, outside connections on social media are not advisable.
- In public settings, psychiatrists are not allowed to acknowledge their patients without the patient acknowledging the psychiatrist first.
- You are welcome to bring up concerns about this during our sessions.

Termination of Services

- Both the patient and Eric Yarbrough, MD PLLC may discontinue services at any time, for any reason with notice.
- When services are discontinued, Eric Yarbrough, MD PLLC will provide one 30-day refill prescription and referrals upon request.