



Evolve Psychiatry

MEDICAL TREATMENT CONSENT

(Updated 01/01/2024)

SCOPE OF PRACTICE

Evolve Psychiatry offers outpatient psychiatric treatment for a wide spectrum of challenges. A comprehensive list is located on our website at www.Evolve-Psychiatry.com. Clinic and business hours can be found on the same website as well.

SCHEDULING

Evolve Psychiatry requires office visits on a regular basis for all patients. Office visits are scheduled based on patient's acuity, providers' and patient's mutual availability, and clinic preferences with an aim to minimize disruption in daily operations. Appointment lengths are based on an estimated allotted time and can vary depending on the case.

Before the first visit, the patient may be required to provide medical records that show documentation of their diagnoses, treatment history, and past providers to ensure a smooth transition to Evolve Psychiatry.

If the patient must cancel or reschedule an appointment, Evolve Psychiatry requires at least 24-hour notice (weekends not included). If the appointment is on a Monday, the cancellation must be made by the same hour on the preceding Friday. For cancellations that occur with less than 24-hour notice or failure to show to an appointment, the patient will be charged a fee due to committing the provider to a time slot that could have been utilized by an alternate patient. This fee must be paid before another appointment may be scheduled. If the patient cannot fulfill this obligation, they will be dismissed from the practice and may be referred to a Community Mental Health Facility. See the Evolve Psychiatry Financial Policy for more details.

OFFICE VISITS

Patients are required to complete intake forms by NOON the day prior to their scheduled visit. Failure to do so may result in their time slot being offered to patients on our urgent follow-up waitlist. Any patient charts flagged "Incomplete Intake" will be moved to the end of our scheduling queue.

Patients are allowed a 10-minute grace period to join appointments after which they will be marked as a "no-show" and must reschedule. Late cancellations and no-shows are subject to fees in accordance with our financial policy. All patients are allowed an annual courtesy fee waiver. See the Evolve Psychiatry Financial Policy for more details.

The initial visit starts with a thorough review of current complaints and background. By the end of the initial visit, the provider will offer preliminary impressions and discuss treatment options. Oftentimes, however, a combination of psychotherapy and medication management is optimal. Sometimes, psychotherapy alone will suffice. If medications are prescribed, changed, or if the patient wishes to defer management and request additional time for treatment consideration, the provider will conduct a follow-up visit in approximately two to four weeks. Depending on the patient's distress or acuity, this may be sooner or later than the usual follow-up times.

If symptoms improve, follow-up visits can be spaced out at monthly intervals or longer as determined. For patients on routine maintenance therapy on non-controlled substances, follow-up visits can be held at three-month intervals. Alternative treatment structures and timeframes may be determined based on circumstances.

Special Note: One of the most important curative aspects of the therapeutic relationship is the goodness-of-fit between therapist and patient. Essentially, the initial visit is the patient's opportunity to determine if the provider is a good fit. If either the patient or provider determines their relationship does not feel to be a good match, a member of the Evolve Psychiatry staff will be glad to provide referrals to other mental health professionals.

COMMUNICATION WITH STAFF

For communication between sessions, Evolve Psychiatry staff uses direct messaging through the OnPatient portal, e-mail communication and text messaging for administrative purposes and with permission from the patient. E-mail exchanges and text messages with the office should be limited to administrative matters such as setting and changing appointments,



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billing matters, and other clerical related issues. It is strongly encouraged that patients utilize the online patient portal for all correspondence regarding clinical matters. Email, texting, or patient portal messaging are not acceptable forms of communication in a medical or psychiatric emergency.

TREATMENT OPTIONS

Treatment plans constructed may include close follow-up, routine labs such as blood draws or urine drug screens, and/or concurrent psychotherapy.

Medication Management

When emotional distress negatively impacts the ability to work, maintain interpersonal relationships, or properly care for basic needs, treatments may offer much needed relief. Medications may be recommended when the patient's mental health and/or behavioral health symptoms are not responsive to other treatments or efforts. Not every patient is a good candidate for medication therapy. Such therapy requires strict adherence to dosage, and frequency, close follow-up, and sometimes regular blood tests. The patient's ability to adhere to medication treatment will be taken into consideration in making the decision to start such therapy. Overall, Evolve Psychiatry is a strong proponent of the bio-psycho-social model of medical treatment. Treatment that considers the patients biological status, genetics, psychological development, and social issues together will yield the best chance for success in achieving optimal goals. If it is agreed that medications are indicated, the provider will discuss with the patient all of the medication options that are available to treat the patient's current condition, how the medication works, its dosage and frequency, its expected benefits, possible side effects, drug interactions and any withdrawal effects that may occur if the medication is discontinued abruptly. By the end of the discussion, the patient should have all necessary information to make an informed decision about said medication.

Psychotherapy

Psychotherapy, or talk-therapy, is a powerful treatment for many mental complaints. It offers benefits of improved interpersonal relationships, stress reduction, and a deeper insight into one's own life, values, goals, and development. It requires a great deal of motivation, discipline, and work on both parties for a therapeutic relationship to be an effective one. Patients will have varying success depending on the severity of their complaints, their capacity for introspection, and their motivation to apply what is learned outside of sessions. The patient should be aware that the process of psychotherapy may bring about unpleasant memories, feelings, and sensations such as guilt, anxiety, anger, and/or sadness, especially in its initial phases. It is not uncommon for these feelings to have an impact on current relationships. If this does occur, it is very important to address these issues in session with the provider. Oftentimes, however, these unpleasant sensations are short lived.

If the patient is receiving psychotherapy from another therapist, and is referred to Evolve Psychiatry for medication management, the provider will make reasonable efforts to coordinate care with the other therapist (with patient consent, of course). Evolve Psychiatry believes communication between mental health professionals is key to providing effective care.

PATIENT RESPONSIBILITIES

By signing this agreement, patient agrees to abide by the following responsibilities with regards to:

- Patients will inform Evolve Psychiatry of all medications currently being taken, including any over-the-counter medications, supplements, or herbal remedies. The patient should bring all prescription bottles or a current detailed medication list to the appointments.
- Patients will attend all scheduled appointments and comply with all treatment plans, medication regimens and follow-up appointments.
- Patients will inform Evolve Psychiatry of any changes in health status, any adverse side effects experienced, and any additional concerns while taking medications for mental health so that Evolve Psychiatry may advise on adjustments in treatment plan in a timely manner.
- Patients will not seek prescriptions for mental health medications from any other healthcare provider without first consulting with Evolve Psychiatry.
- Patients will be required to obtain all medications from Evolve Psychiatry or a designated pharmacy mutually agreed upon by patients and Evolve Psychiatry.



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- Patients will comply with random drug testing to ensure compliance with medication regimens and detect any abuse or diversion of mental health medications.
- If patients wish to obtain all mental health medications from another healthcare provider, they may terminate this agreement by providing written notice to Evolve Psychiatry. Patients may continue treatment with Evolve Psychiatry excluding medication management.

Evolve Psychiatry does not assume responsibility for any medical complications such as exacerbation of symptoms, adverse side effects, or medication withdrawal that are a result of a patient's failure to abide by the responsibilities listed above. Evolve Psychiatry reserves the right to terminate this agreement if a patient fails to comply with any policies or procedures related to medication management or violates any controlled substance laws or regulations.

PRESCRIPTION MANAGEMENT

In order to ensure safe and effective medication management, Evolve Psychiatry will assume responsibility for the management of all medications used for patients' mental health, including prescribing, monitoring, and adjusting dosages as needed. This agreement applies to all patients receiving psychiatric care and treatment from Evolve Psychiatry including, but not limited to, medication management services.

Evolve Psychiatry only provides prescription refills and/or changes in relation to an office visit with a provider. Medication change requests in between appointments are not allowed.

Controlled substances cannot be prescribed more than 30 days at a time according to law. There is a fee for re-prescribing any controlled substances related to lost medications **without a police report**. See the Evolve Psychiatry Financial Policy for more details.

PRIOR AUTHORIZATIONS FOR MEDICATIONS AND TREATMENTS

If a prior authorization is required for prescriptions or treatments, Evolve Psychiatry will make every reasonable attempt to get the medication **or treatment** authorized by the insurance company, however, cannot guarantee approval. **If authorization is denied, the patient will be responsible for the cash price of treatment or choosing a different medication/treatment option.**

DISMISSAL

A dismissal from the practice terminates the patient-provider relationship. The patient will no longer be able to schedule appointments, refill prescriptions, access the portal or contact Evolve Psychiatry for medical care. Evolve Psychiatry will send a letter to the patient's last known address, via certified mail, notifying him or her of dismissal. After that, the patient must find another doctor and transfer care. Evolve Psychiatry can forward a copy of medical records to the new provider after a signed consent form has been submitted. Dismissal reasons are, but not limited to, the following:

- Failure to reliably commit to appointments
- Having greater than two (2) no shows
- Non-compliance; which means the patient will not follow physician instructions or agreed upon treatment plan
- Abusive behaviors towards staff; this includes verbal or written hostility, physical aggression ("You can't do this to me. I almost died because of you. I'm going to report you to the authorities.")
- Manipulative conditional statements (i.e. "I will harm myself if you deny me XYZ medications or don't do what I ask. I will report you to the Medical Board for abandoning me and not giving my medications I cannot live without.")
- Attempting to tarnish the clinic's reputation online (i.e. leaving a bad review because of disagreement with professional team)
- Failure to pay an outstanding balance within 30 days.

Using medications exceeding prescribed amounts are grounds for immediate discontinuation of treatment from our service.

MEDICAL RECORDS

Evolve Psychiatry is required, by law, to keep complete medical records. Most medical records will be electronic, encrypted and under security. All records, including the initial consent forms, letters, internal and external medical records are



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maintained in an electronic health record. The patient may access the appropriate parts of the medical record on the patient portal at www.Evolve-Psychiatry.com. The patient is entitled to view the medical record at any time, unless viewing the records jeopardizes his or her emotional or physical well-being. If this is the case, the provider will recommend review of the record with the patient to minimize any confusion or misinterpretation of medical terms. Time spent collecting, printing, copying, and summarizing the medical record will be charged the appropriate fees according to the financial policy.

If a patient requests a copy of medical records to be sent to another physician or to his or her self, a written authorization will be required. The medical records department will notify patients with the processing fees and any additional costs that may incur. Only the records originated by Evolve Psychiatry will be forwarded. All other outside medical records sent to Evolve Psychiatry will need to be independently requested again by their respective originators.

CONFIDENTIALITY

The security of sensitive information is of the utmost importance and Evolve Psychiatry is bound by law to protect patient confidentiality. Any disclosure of treatment to others will require explicit written consent on a Release of Information (ROI) form. As described above, required information about treatment may be disclosed for insurance purposes. If the patient sees another behavioral health provider could collaborate and coordinate care. with written consent from the patient.

There are exceptions to this confidentiality, where disclosure is mandatory. Please note, these situations rarely occur in an outpatient setting. If they do arise, Evolve Psychiatry discusses the situation with the patient before taking action. In rare circumstances it is helpful to consult with other professionals specialized in such situations (without disclosing the client identity). These include the following:

- If there is any concern for a threat to the safety of others, the provider is required by law to take protective measures including reporting the threat to the potential victim, notifying police, and escalating the patient to a higher level of care, such as inpatient treatment programs.
- When there is a threat of self-harm, the provider is required to seek immediate hospitalization for the patient and will likely seek the aid of family members or friends to ensure safety.
- In legal hearings, the patient has the right to refuse provider involvement. There are rare circumstances, however, in which the provider may be required by a judge to testify on their opinion of the patient's emotional, or cognitive condition.
- In situations where a dementing illness, epilepsy, or other cognitive dysfunction, prevents the patient from operating a motor vehicle in a safe manner, the provider is required to report this to the DMV.

If a mental illness prevents the patient from providing for his or her own basic needs, such as food, water, shelter, the provider is required to disclose such information to seek hospitalization.

PRACTICE SPACE

Most of the patient/provider visits will be conducted via telemedicine through the patient portal. On some occasions, the provider may ask the patient to have a face-to-face encounter in the office. While it is a shared office with other mental health professionals, Evolve Psychiatry is in no way a part of any other group practice.

ACKNOWLEDGEMENT

By signing this notice, I acknowledge that I understand and agree to the terms of this agreement.

Signature

Date

Print Name



Evolve Psychiatry

Signature of Guardian

Date

Print Name of Guardian