

# Behavioral Health Care, P.C.

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[www.mimood.com](http://www.mimood.com)



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## OFFICE POLICY

### Telephone Messages:

Please allow 24-48 hours for return telephone calls when you leave a message.

### Cancellations/Missed Appointments Fee:

We ask for at least **24** hour notice for cancellation of scheduled appointments. There will be a charge of **\$50.00** for no call/no shows. Three missed appointments may result in discharge from the practice. This policy enables us to better utilize available appointments for our patients in need of medical care.

### Prescription Refill Requests:

Please bring your medication bottles with you to your appointment. Appropriate refills will be provided during your scheduled appointment. A fee of \$99 will be charged for each prescription refill that is called into your pharmacy by the doctor between scheduled appointments.

### Phone Consultations:

Phone consultations with the physician will be charged at \$175.00 per fifteen minutes.

### Medical Records Request:

The copy and processing fee will be determined at the time of your request.

### Method of Payments:

Insurance, Cash, Checks, MasterCard, Visa & Discover. Please determine prior to service whether or not your health insurance coverage is applicable. All fees that are not payable via insurance are the responsibility of the patient and/or their representative.