

**OFFICE POLICIES FOR SMADAR KOMETZ-ROCK, M.D.**  
**1 Bradley Road, Suite 707**  
**Woodbridge, CT 06525**  
**Tel: (203) 389-7747 Fax: (203) 397-7914**

Appointments:

Can be made by calling the office, at (203) 389-7747. The initial appointment, which is an extended session of about 90 minutes, is scheduled after a brief phone conversation. Should we agree to continue working together after the initial evaluation, usual appointments are either 50 minutes or 25 minutes, in the case of medication management appointments. At a minimum, on-going medication management patients need to be seen every 3 to 6 months.

Regarding Insurance and Payment:

Please check with your insurance carrier to be certain about your coverage for mental health services, and out of network coverage. It is usually different from regular medical coverage. This is your responsibility and should be done as soon as possible.

Please provide full and accurate biographical and insurance information in order for me to help you process your bill. However, please note that the responsibility for full payment is ultimately yours.

In order to keep accounting straightforward, payment is expected at time of visit, by check, cash or credit card.

Missed Appointments/Cancellations:

Please give at least 48-hour notice if you must cancel, excluding weekends and holidays, otherwise you will be charged for the time that was reserved for you at the regular private rate. Please be aware that missed appointment charges are not covered by insurance. You may cancel your appointment by leaving a voicemail message at (203) 389-7747.

Additionally, it is vital that you keep your appointments in order to receive adequate treatment. Excessive cancellations or consistent rescheduling (3 or more), of appointments may signal the end of collaborative treatment, or non-compliance with treatment and may result in discharge from care.

**SIGNATURE OF PATIENT OR RESPONSIBLE PARTY:**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**