

**MICHAEL C. HILTON, M.D., PSYCHIATRIST**  
3975 Roswell Road Atlanta, GA 30342 (T) 404-352-4001 (F) 404-352-4009

**PATIENT INFORMATION --- PLEASE READ CAREFULLY**

**PSYCHIATRY:** Our practice is limited to the treatment of emotional and mental disorders. We are a general psychiatric practice with particular interests in psychotherapy, medication management, substance abuse, family treatment, and family and marriage counseling.

**OFFICE HOURS:** Office hours are Monday through Friday 9:00 AM to 5:00 PM, and appointments can be scheduled during these hours. Patients may be seen outside these hours for an additional charge.

**EMERGENCIES:** Call our office at (404) 352-4001. After hours, your call will be forwarded to our paging service. Occasionally, another physician may be responsible for the care of our patients. We assure you that this physician is competent to care for you during our absence.

**PREVENTIVE MEDICATION:** Recent advances in psychiatry have included fantastic improvement in the use of medication for depression, manic-depressive illness and schizophrenia, as well as improvement in the treatment of anxiety, phobic disorders and alcoholism; however, these medications may have minor side effects and a risk of more serious ones. A patient should never change medications without talking with a physician. Medications should be monitored closely by your physician(s), as this will give you the best results.

Changing your dosage or switching to another medication without discussing this with your physicians puts you at risk. At each appointment, you will be given enough medication to last until your next follow-up visit. If you must reschedule your appointment, try to do so early enough that your medication does not run out. If you fail to bring in your medications or if you change your appointment, which causes you to run out of medication, you will be causing extra work for our office. For this reason, there will be a \$15 charge for calling in refills. If your appointment is changed because of a change in the doctor's schedule, you will not be charged for the call-in refill. Therefore, to avoid risks and the extra call-in charge for refills:

- (1) bring all your medications to each appointment
- (2) do not change your medication on your own

**CREDIT POLICY:** Patients are personally responsible for their charges. Payment is requested at the time of each visit, unless otherwise arranged in advance. We welcome the discussion of fees prior to performing any service.

**INSURANCE:** Our policy is not to file insurance claims; therefore, we expect payment in full for each visit on the day of your appointment. We will, however, be glad to give you receipts (at the time of your visit) for you to file for reimbursement through your insurance company. Our office does not accept assignment for outpatient treatment, and we cannot accept the responsibility for collecting your insurance claim or negotiating a settlement on a disputed claim. You are responsible for payment on your account within the limits of our credit policy above.

**MISSED APPOINTMENTS:** It is the policy of this office to charge for all appointments, unless cancelled forty-eight (48) business hours in advance. We realize you will have an excellent reason to cancel or "no show," but we will still charge, regardless of the reason, as this time was set aside for you alone. All cancellations must be made during office hours (Monday through Friday 9:00 AM to 5:00 PM).

**SUMMARY:** We hope that we will be able to provide you with the finest psychiatric care possible with an up-to-date expertise and knowledge of the field.

**PATIENT'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

\_\_\_\_\_  
**Please PRINT Patient's Name**

patient HILTON