

Rachel Lacy, Psy.D., P.C.
3883 Rogers Bridge Road, #302A
Duluth, GA 30097

What to Bring to First Visit

I would like to welcome you to my office and take this opportunity to answer any questions you may have regarding the services I provide. **Please download and complete:**

- **Service Agreement Form**
- **New Patient Form**
- **Release of Information (separate one for each physician or hospital)**
- **appropriate questionnaires (Adult or Child with relative forms)**

My service agreement should answer most questions about services, charges, and confidentiality issues. Please read, complete and sign all forms and bring to your appointment.

Your first appointment is usually an hour long session, unless you are coming for testing. If you are coming for testing, you will be here most of the day for the evaluation and have a one hour lunch break. You may bring a snack and drink if needed.

Please bring any medical records you may have, any academic records such as report cards, your resume, a list of all your current physicians, and all of your current medications. If you wear reading glasses and use hearing aids, please bring them as well as you will need them. Cell phones will not be allowed to be on during testing. Please do not wear cologne or perfume as some of my patients are very chemically sensitive. If you have a relative who could assist you in telling me some of your history, then please invite them to come for the first hour.

OFFICE HOURS: Regular office hours are from 10:00 a.m. to 6:00 p.m., Monday through Thursday. I believe strongly in the value of your time and will do my best to keep you from having to wait. I ask that you notify the office at least 24 hours in advance of a cancellation of an appointment. If a 24-hour notice is not given, a charge for the scheduled appointment may be applied to your bill. *(Please note that insurance companies will not cover unkept appointments. You would, therefore, be personally responsible for these charges).* If you are ill the day of the appointment, you will not be charged for canceling late, and we ask that you do reschedule the appointment for another day.

FEES AND PAYMENT: The responsibility for payment ultimately rests with the patient or responsible party. I do not accept insurance assignments except by **prior agreement**. I am a Medicare provider and will bill Medicare claims and accept their payments. Please note that some Medicare supplemental plans will pay you and not send their payment to me, so you will be billed for the balance in this instance. For all other patients, payment is expected at the time of service. I accept MasterCard and Visa for your convenience. If you have any questions, please do not hesitate to contact my office.

Sincerely,
Rachel Lacy, Psy.D., P.C.
Licensed Psychologist