

Erika Marshall, MD
344 Main St, Suite 202A
Mount Kisco, NY 10549
(914) 864-0966

OFFICE POLICIES

Appointments and Cancellations:

- Full session fee will be charged for cancelled or missed appointments unless 48 hours notice has been given.
- In consideration of other patients, sessions cannot be extended for late arrivals.
- Patients must be seen a minimum of every three months.

Fees and Payments:

- All fees are due upon completion of appointment. Any legal fees or collection costs for an unpaid balance will be the responsibility of the patient.
- Payments can be made by check or in cash.
- There is a \$25 fee for any bounced checks.

Medical Insurance:

- This office does not directly deal with insurance carriers. A statement will be provided that the patient can submit to their insurance carrier.

Telephone:

- Please call the office for routine/urgent issues and leave a message. Your call will be returned as soon as possible. Due to the nature of private practice, your call may not be returned immediately. In the event of an emergency, leave a message on the office phone (914) 864-0966 and then call 911 or report to your closest emergency room.

I have read and agree to the above office policies:

Signature: _____ Date: _____

Printed Name: _____ DOB: _____

Relationship to patient: _____ (self, parent, legal guardian)