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OFFICE POLICIES

The following information is provided to ensure your understanding of, and agreement to, my practice guidelines. Please feel free to explore any questions you have regarding my office policies, style of practice, or philosophy of care. I look forward to the opportunity to work together.

Profile: I received my Doctorate of Nursing Practice (DNP) as a Psychiatric and Mental Health Nurse Practitioner (PMHNP) from the University of Washington. I completed a certification in Perinatal Mental Health and have specialized training in Reproductive Psychiatry.

I am licensed by the state of Washington as an Advanced Registered Nurse Practitioner (ARNP) and am Board Certified to treat “across the lifespan” by our national certifying organization, American Nurses Credentialing Center. This means that I practice with full autonomy as a health care provider with prescriptive authority from the Drug Enforcement Agency (DEA).

I am also certified and licensed as a Certified Nurse Midwife after receiving my Masters of Nursing from the University of Washington. I have provided well woman and pregnancy related care to thousands of women in the Puget Sound. I do work with the Midwives at Valley Medical Center in a very limited capacity.

Appointments & Fees:

- Intake sessions are 90+ minutes in length. This includes a comprehensive history and evaluation. It may take more than one visit. We will also discuss treatment and medication goals. \$300
- Extended follow up visits are 40 minutes in length. This may be a follow up to your intake appointment, or you may require a longer visit at any point in your care for a variety of reasons. We will review symptoms, medication side effects, medication changes, referrals and refills. \$200
- Routine follow up visits are 25 minutes in length. This is for a stable check in, minor medication adjustment and refills. \$130
- Any other professional services that require longer than 10 minutes, such as report writing, telephone conversations, preparation of treatment summaries, communication or coordination of care with family or other providers, or time spent performing any other services on your behalf will be charged \$25 for each 10-minute increment. Insurance often does not cover these

services. Any services requiring less than 10 minutes will not be charged. You will be notified if a requested service will take longer than 10 minutes.

Payment: Payments, co-pays and deductibles can be paid via Ivy Pay, which allows you to pay by saving a credit, debit, HSA or FSA card on-file. Once you've added your card to Ivy Pay once, charges can be quickly and easily processed. Additionally, one-time payments can be made via Square. If you are using insurance that I accept I will bill your insurance. You are also welcome to pay with a check. Payments that are more than 90 days past due will be charged interest and are subject to collections. For further questions, or to make a payment, please contact:

NW Clinical Billing
David Longmuir MBA, CPC
360-768-2168
david@nwclinical.com

Insurance: I am considered an in-network provider with Premera, First Choice, and Regence as well as many Aetna and Kaiser plans. Most Blue Cross/Blue Shield plans are part of either Regence or Premera insurances. Lifewise is part of Premera. I will bill your insurance company but you will be responsible for co-pays and deductibles as well as payments that your insurance company refuses to pay. It is rare for the insurance companies that I am in network with to not cover the cost of sessions. I strongly encourage you to verify that I am an in-network provider with your insurance company, specifically through Sound Family Psychiatry. Please note that I am in network with several other insurance companies as part of other work with different health care organizations. This insurance does NOT apply to Sound Family Psychiatry. If I am not an in-network provider for your insurance, you may request a "super bill" from NW Clinical Billing, which can be used to submit to your insurance company, to count against your deductible or in some cases for reimbursement. Please check with your insurance carrier for specifics.

Cancellations/Missed Appointments/Rescheduling: If you are unable to keep an appointment, please notify me by telephone, at least 48 business hours in advance. As a general rule, you will be charged for missed appointments or for cancellations with less than 48 hours' notice, except for emergencies, which will be determined on a case by case basis.

Late Appointments: If you arrive late to an appointment, it will still end at the time it was scheduled to end so that following appointments may begin on time. If you arrive after your appointment has ended this will be considered a missed appointment without 48-hour notice.

Telehealth Appointments: Telehealth appointments are available through the HIPPA compliant app Spruce Health. Telehealth appointments are available to you as long as you are within the borders of Washington state at the time of the telehealth appointment. Telehealth visits are available for follow up appointments only, but will be used for new client visits in emergency situations (i.e. global health pandemic, hospitalization, etc...). There may be risks associated with the use of telehealth appointments, including equipment failure, poor image resolution and information security issues.

While insurance does typically cover telehealth appointments, you are ultimately responsible for ensuring full payment of service fees.

I have read and understand the above and agree to abide by the guidelines of this policy statement.

Client Signature: _____ Date of Birth: _____

Client Name (printed): _____ Date: _____

Guardian Signature: _____

Guardian Name (printed): _____