



David A. Fohrman, M.D.
Clinical and Forensic Psychiatrist
2629 Redwing Road, Suite 240
Fort Collins, CO 80526
Phone: 970-691-2104

OFFICE POLICIES

What follows is a set of guidelines to help define our professional and business relationship. They are intended to minimize confusion and misunderstanding.

Clinical Services

David A. Fohrman, M.D. provides clinical services to help adults, adolescents and children (with their families) with psychiatric problems. These outpatient services include: evaluation and diagnosis, individual and family psychotherapy, medication assessment and management, referrals for psychological testing and laboratory blood work. Dr. Fohrman specializes in the psychiatric evaluation and treatment of children, adolescents and adults with trauma exposure as well as children and adolescents with medical illness and/or unexplained medical complaints. Inpatient hospitalization may be recommended or required for proper evaluation and treatment. Dr. Fohrman can facilitate inpatient admission but does not provide this service.

Appointments

Services are by appointment only. Your appointment time is specifically reserved for you. If you need to cancel or reschedule an appointment, please call at least 24 hours in advance. Failure to attend a scheduled appointment or cancellation with less than 24 hours notice may result in your being billed for the full appointment fee. Please note that insurance companies do not cover fees for missed appointments.

Availability

You may contact Dr. Fohrman by telephone at 970-691-2104. Telephone messages are generally returned the same business day and by the latest, the following business day. Business hours are Monday, Thursday and Friday from 9:00 am to 5:00 pm. Please note that Dr. Fohrman is not available



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during the days on Tuesday and Wednesdays. Dr. Fohrman will make every attempt to return phone calls made during these days as soon as possible.

Emergencies

In case of a life-threatening emergency, immediately call 911 or go to the nearest emergency room. If you have an urgent matter that occurs after hours, on weekends or on a holiday and cannot wait until the next business day, you may call Dr. Fohrman's cell phone at 970-430-7598

In the event that Dr. Fohrman is not available during normal business hours (due to illness or other unexpected circumstances) and you have an appointment, he will make every effort to contact you as soon as possible. This information will be available on the office voicemail.

Medical Records

Dr. Fohrman will retain your medical records for a minimum of 7 years, as required by law. Copies of your records can be sent to other health care providers upon receipt of a valid written consent.

Billing

Billing for psychotherapy is done once per month.

Payment for consultations/assessment and medication management only is expected at the time that service is rendered.

Many health plans are trying to save money by pre-approving the cheapest medication available for a given condition. Unfortunately, the cheapest medication may not be the medication which best fits you (or your child's) needs. Every effort will be made to supply you with the information you need to address this with your insurance carrier. In the event that you would like Dr. Fohrman to personally contact your insurance company for the purpose of approving non-formulary medications there will be a minimum 25\$ charge for the time spent making the treatment authorization request.



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I have read the above in full and agree to the terms as stated:

Signature of Patient /
Legal Guardian

Printed Name

Date