



Office Use Only

Location: _____

Date Completed: _____

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What to Expect From Telepsychiatry

What is Telepsychiatry?

Telepsychiatry is the delivery of psychiatric evaluation, medication management and coordination of care services through telecommunications technology, usually videoconferencing. The Telepsychiatry service offered to you will allow you to have a medical appointment with a Telepsychiatry Physician via secure and interactive video equipment. You will be able to speak in real-time with the Telepsychiatry Physician during your Telepsychiatry appointment.

Is Telepsychiatry Safe?

Yes, all Telepsychiatry sessions are safe, secure, encrypted, and follow the same privacy (i.e., HIPAA) guidelines as traditional, in-person medical appointments. Your Telepsychiatry appointments will always be kept confidential. In addition, Telepsychiatry appointments are **never** audio or video recorded.

Can I Choose Not to Participate?

Of course, with this program you have been offered the option of seeing a Telepsychiatry Physician via secure and interactive video equipment at a clinic site closest to your home. It is your choice to accept this referral.

Things to Remember about Your Telepsychiatry Appointment:

1. You will schedule your Telepsychiatry appointments the same way you schedule an appointment with your PCA physician now, by calling _____[Insert Phone Number]
2. As with your traditional, in-person medical appointments **it is your responsibility to call PROFESSIONAL COUNSELING ASSOCIATES, INC. at _____[Insert Phone Number] to cancel an appointment if you are unable to attend your Telepsychiatry appointment.**
3. **Cancellations should be made at least 24 hours prior to the appointment time.**
4. The Telepsychiatry program has a no-show policy. **You will be discharged from the Telepsychiatry program if you no-show for two (2) consecutive Telepsychiatry appointments without prior contact** to the scheduling staff at PROFESSIONAL COUNSELING ASSOCIATES, INC.
5. On the day of your Telepsychiatry appointment you will check-in at the PROFESSIONAL COUNSELING ASSOCIATES, INC. clinic location where you have been scheduled just as you would for a traditional, in-person medical appointment.
6. At your appointment time a staff member will escort you into the Telepsychiatry room.
7. If you have any questions before or after the session, you may ask the office staff at PROFESSIONAL COUNSELING ASSOCIATES, INC.

8. The *Telepsychiatry New Client Packet* must be completed **prior to scheduling** your first Telepsychiatry appointment. You must complete these forms in order to schedule your first appointment:
- *Consent to Telepsychiatry Services Form*
 - Any other forms/consents the clinic site requires, including updating your demographic and/or billing information, or the *Notice of Privacy Practices, Client Rights and Responsibilities Form*
9. If you are prescribed medication(s) by the Telepsychiatry Physician, you will be able to pick it up directly at your pharmacy of choice as the Telepsychiatry Physician will either phone in or electronically prescribe your medication(s).
10. If you miss a Telepsychiatry appointment and need a prescription refill or you have any questions about your medication, you must contact PROFESSIONAL COUNSELING ASSOCIATES, INC. directly at _____ **[Insert Phone Number]**. PROFESSIONAL COUNSELING ASSOCIATES, INC. will get in touch with the Telepsychiatry Physician on your behalf. Please be sure to call **at least 72 hours prior to running out of medication.**

If you have any questions or concerns after reading this form please contact

Clinic Site _____ at _____ **[Insert Phone Number]**