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Welcome to The Brewer Center for Psychiatry and Counseling. The Brewer Center is a multidisciplinary association of independent mental health professionals whose primary goal is to provide competent, confidential counseling, psychotherapy and psychiatric services with a Christian perspective. We ask that you take the time to read the following information carefully. If you have any questions, you may ask your provider or contact the office manager.

OFFICE POLICIES, PROCEDURES, AND INFORMATION

Scheduling Appointments:

You may schedule an appointment with the office manager directly or by leaving a message. The office manager is generally available Monday-Thursday, 9:30 am to 1:30 pm. Appointments are typically 25 or 50 minutes in length. **If you are unable to keep your appointment, please give 24 hours notice; otherwise, you will be charged the FULL amount for the time reserved.** We **DO NOT** call with an appointment reminder.

Making Payments:

Payment for appointment is due at the time service. We accept cash or personal checks only. We do not accept payments via credit or debit card. Please make checks payable to Dr. Charles Brewer. There is a \$25 service charge for all returned checks. **Prescription renewals and scheduling new appointments will occur after full payment on account has been met.**

Filing Insurance:

Our office does not file insurance and is not a Medicaid or Medicare provider. It is important that you verify your insurance reimbursement PRIOR to your first appointment. A receipt showing your full payment may be used to file your insurance claim. This office does not participate in insurance networks or as a preferred provider for any insurance company.

In Case of Emergency:

If you are unable to reach Dr. Brewer during an emergency, please contact your primary care physician, dial 911, or go to an emergency room.

Prescription Requests:

A fee of \$10 is charged for all prescription renewals. Please call in your prescription request at least 7 days before you are to run out. You may leave a message on the voicemail detailing your prescription request. **Appointment obligations must be met and account balance must be paid in full in order to have a prescription renewed.**

Confidentiality:

The information you share in therapy is **confidential**. Each of our providers is mandated by law through "duties to warn"...to breach confidentiality *only* if it is discovered that

1. you are threatening self-harm or suicide
2. you are threatening to harm another or homicide
3. a child has been or is being abused/neglected
4. a vulnerable adult has been or is being abused/neglected.

Signature

Date