

Amy Huberman, MD
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Baltimore, MD 21209
Phone: 443-823-0675
Fax: 443-957-9477

PRACTICE POLICIES

Contact Information:

My work phone is a portable landline that I transport between my office and home, and to which only I have access. If I cannot speak privately, my phone will ring through to voice mail. Please leave a message for me with your name and phone number, and if your concern is urgent, please state this. You may also contact me on my cellular phone: 443-761-4265.

If you have an emergency when I am not available or able to answer my phone, please leave me a detailed message and call 911 or proceed to the nearest emergency room.

If I am away, there will always be at least one other psychiatrist providing coverage, and my voicemail will have instructions as to how the covering psychiatrist may be reached. If you need to be seen by the covering psychiatrist while I am away, the covering psychiatrist's standard fee schedule will apply.

Mail requiring a signature, including certified and return-receipt letters, cannot be accepted due to privacy concerns, since signatures must be obtained at the property management office. Such mail will be returned as undeliverable.

Medical Insurance:

I do not participate in any insurance plan because I don't have sufficient time to manage the paperwork, phone calls, and lengthy battles with insurance companies that are required to receive reimbursement. You will receive an invoice at the end of each session containing the amount paid and codes required by insurance companies for reimbursement of out-of-network services.

You may then submit your invoices directly to your insurance company, along with whatever form your insurance company requires for reimbursement.

Some insurance companies require pre-authorization before treatment is initiated and again after a certain number of visits. It is your responsibility to find out from your insurance company whether this is necessary, and whether your insurer requires any information from your doctor. I am happy to complete a treatment plan or supply any other information that your insurance company requires.

I have opted out of Medicare for the same reasons that I have chosen not to participate in insurance plans. If you have Medicare, I will ask you to sign an agreement stating that you will not submit claims to Medicare. If you have another insurance policy that is secondary to Medicare, you may file for reimbursement from this secondary insurance company. When you

file for reimbursement, you will need to attach a note clarifying that your secondary insurance company is primary for my services, since I have opted out of Medicare.

Payment:

Payment is due at the time of service by cash, check, or credit card. There is a five dollar fee for use of a credit card. Checks should be made payable to “Amy Huberman, MD.” There will be a processing charge for returned checks.

Appointment Fees:

- Initial Appointment: \$400.00
- 90-Minute Session: \$275.00
- 60-Minute Session: \$200.00
- 30-Minute Session: \$125.00
- Single Consultation: \$475.00

The initial appointment:

Prior to your initial appointment, I will ask you to read and complete a number of forms (see <http://www.amyhubermanmd.com/resources-and-forms>). If you have been in psychiatric care in the past, I will also ask you to provide records of your previous care, including typed notes or summaries from your past providers and discharge summaries from any past hospitalizations. Most providers and hospitals will require you to complete an *Authorization to Receive or Disclose Information* form before releasing your records. You may download such a form at <http://www.amyhubermanmd.com/resources-and-forms>. Please have all notes and summaries faxed to me at 443-957-9477 as soon as possible before your initial appointment.

The initial appointment is a 120-minute session. During this session, you and I will have an opportunity to decide whether we are a good fit. If I believe that another provider might be better qualified to treat you, I will inform you of this and will provide appropriate referrals.

Follow-up appointments:

Follow-up appointments are typically 60-minute sessions, to allow sufficient time for psychotherapy. If a patient is engaged in exposure therapy, 90-minute sessions may be more appropriate. If medication management is the main focus of treatment, 35-minute sessions may be sufficient.

I require that stable patients be seen at a minimum frequency of every 3 months, although most patients will be seen more frequently. Unstable patients may be seen several times in the same week.

Single consultations:

Single consultations for a second opinion last 2-3 hours. They are scheduled only after records are obtained from past and current providers (please see “The initial appointment” above for instructions on how to obtain records). I will review all records prior to the consultation. If at all possible, a family member or someone who knows you well should accompany you to the evaluation to provide collateral information. Most of the interview will be conducted without your support person present, but he or she will be invited into part of the interview to share his or her observations and concerns. After completing a comprehensive evaluation, I will share my recommendations directly with you and your support person. I will also submit a typed report to your referring physician.

Telephone appointments:

Telephone appointments will be billed at the same rates as in-person sessions. Please note that many insurance companies do not reimburse for telephone appointments.

Late Appointments/Missed Appointments/Cancellations:

If you are late for an appointment, you will be seen for the remainder of your scheduled time and charged for the full session as scheduled. If you are unable to keep an appointment, please notify me at least one full business day prior to your scheduled appointment; otherwise, you will be charged for the time that was reserved for you. The only exceptions to this policy are regional weather emergencies or the unexpected onset of illness. However, frequent or repeated cancellations due to illness will be billed at my discretion. Please note that insurance plans do not reimburse for missed appointments. You may cancel your appointment by leaving a voice-mail message at 443-823-0675. If you are uncertain of your appointment time or anticipate that you may have trouble keeping your appointment, please do not hesitate to call.