

Rakesh Jain, MD

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POLICIES AND PROCEDURES

- Initial ▶ Payment must be made prior to your appointment online by visiting my website at www.RakeshJainMD.com or you may pay at the time services are rendered via check.
- Initial ▶ Because the time has been reserved for you, **PAYMENT IN FULL IS REQUIRED IF YOU FAIL TO SHOW FOR A SCHEDULED APPOINTMENT WITHOUT A 24-HOUR PRIOR NOTICE.**
- Initial ▶ \$30.00 charge on all returned checks.
- Initial ▶ The client is responsible for fees related to court evaluations, court preparation, and court testimony.
- Initial ▶ All aspects of a client's participation in therapy are confidential. The client's records may only be released when the provider obtains the client's written permission. However, as required by law, confidentiality must be broken under the following circumstances:

 1. Evidence of child or elder abuse. The law requires that the healthcare provider report this to the appropriate authorities immediately.
 2. Evidence of endangerment to self or others requires that appropriate action must be taken.
 3. Receipt of a court subpoena requires release of records.
- Initial ▶ Patient has received access to this office's Privacy Policy, and a paper copy is available upon request.

Your signature below signifies you have read, understand and agree to all of the above stated policies and procedures.

SIGNATURE OF RESPONSIBLE PARTY

DATE