

Name \_\_\_\_\_



## **OpenMind Medicine Krista Tricarico, ND**

### **Welcome**

Thank you for trusting me with your health care. I take my commitment to you very seriously, and I look forward to working with you to enhance your health and well-being. The following are my office policies. Please read them carefully and initial next to each policy.

### **\_\_\_\_\_ Cancellations and Missed Appointments**

If you are unable to make your appointment, please call at least 48 hours ahead of your scheduled time. If you miss an appointment without proper notification, there will be a \$50 fee.

### **\_\_\_\_\_ Payment Agreement**

If I am not billing your insurance, you are responsible for your balance at the time of your appointment. You will be given a time-of-service discount for the office visit fee.

If I will be billing insurance for your visits, you are responsible for verifying your coverage before your initial visit and completing the OpenMind Insurance Information form. Your co-pay or co-insurance is due at the time of service, and you are responsible for any portion your insurance does not cover. If you have not yet met your deductible, you will need to pay for the services that day. Please bring your insurance card with you to your first visit.

Lab tests that are not covered by insurance as well as all supplements you choose to purchase through OpenMind require payment at the time of service. For private pay patients, I have negotiated more affordable lab pricing where possible.

Cash or check is preferred, but credit cards are also accepted for your convenience. A \$25 charge will apply for all returned checks. I also charge for other professional services you may require such as telephone conversations lasting longer than 10 minutes, consultations with other professionals at your request, or time required to perform other requested services.

### **\_\_\_\_\_ Telephone and Email Contact**

If you need to schedule an appointment, order medication refills, or have a quick clarification of an already established treatment or testing protocol, feel free to call 503.593.8900 or email [info@openmindmedicine.com](mailto:info@openmindmedicine.com). Someone from OpenMind Medicine will return your message usually within 24 hours with the exception of weekends and holidays. If you have a new concern or a more involved question, please schedule either an in-office visit or a phone appointment so your issue can be addressed more thoroughly. If you need more immediate mental health support, please call the Multnomah County Crisis Line at 503.988.4888 or go to the nearest emergency room.

OpenMind Medicine  
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