

Jennifer R. Cooper, MD
177 Prince Street, Suite 402, New York, NY 10012

Tel: 212-879-1970

Policies, Effective January 1, 2015

Payment: Payment is due at time of service in the form of check or cash. Payment will be collected at the beginning of the session. Please have payment prepared prior to the session.

Receipts: Monthly, weekly or receipts for every session can be obtained at anytime during payment. Receipts are not routinely mailed or faxed and are done so only by exception. Receipts cannot be emailed.

Insurance: Insurance is not accepted. However, you can submit your receipts to your insurance company and most often get partial reimbursement. Your insurance company can give you more details about your plan.

Cancellation policy: The cancelation policy is **48 business hours**. Please note that if your appointment is on a Monday it requires cancellation by Thursday at your appointment time in order not to be billed. Phone or video sessions are only done by exception and planned in advance.

Credit card authorization: For your convenience in paying for missed sessions or for sessions when payment is forgotten, a credit card authorization is kept on file. No payment will be billed without notification. A receipt will be texted to you.

Medication refills: Leave all requests for medication refills on the office answering machine. Leave your name, date of birth, medication and dose. The medication will be refilled within 48 hours.

Texting and email: Do not text my previous emergency phone or email me. I do not use email or text in my practice.

Emergencies: If you have an emergency, call the office phone. If I do not pick up, leave a message. If it remains an emergency, please proceed to the nearest emergency room.

I have read and agree to Dr. Jennifer Cooper's policies

Name of patient (print) _____

Patient (or guardian) signature _____ Date _____

Name/relationship of guardian/payor _____

guardian/payor signature _____ Date _____

These policies are designed to give each patient the time and attention they deserve. I look forward to providing you the best of clinical care. Welcome to my practice.

