

**Meridian Youth Psychiatric Center**  
**210 E. 91<sup>st</sup> Street, Suite C**  
**Indianapolis, Indiana 46240**  
Telephone: 317-844-0055  
Fax: 317-571-5040

*--Working to improve  
the lives of children  
and their families--*

## **WELCOME**

Thank you for selecting our medical practice for your care and treatment. The following information has been designed to provide an overview of our services and office policies.

### **OFFICE HOURS AND APPOINTMENTS**

Our patients are seen by appointments; available hours may vary by therapist and psychiatrist. Please call (317) 844-0055 during regular business hours. Our phone hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

You may leave a message if you call and we are unable to answer the phone, or if you call during non-office hours,. Messages are taken frequently during the day. If there is a psychiatric emergency, and it is after hours, you may call St.Vincent Stress Centers Access Center at 338-4800. If there is a medical emergency, you should contact your primary care physician or go to the emergency room.

Promptness is appreciated for all appointments and a 24 hour cancellation notice is required. Failure to do so will result in a charge for the missed appointment. The first missed or late cancellation charge will be \$50.00. However, after that the charge will be the full appointment fee.

### **FEES AND INSURANCE**

It is important for you to be informed of your insurance benefits and procedures and be a partner in this process. Please bring any medical insurance information to your first visit. We will verify benefits through your insurance company for coverage for psychiatric services. We will file insurance claims and pre-certify visits made at our facility. This is not a guarantee that the insurance will pay for services.

### **PRESCRIPTIONS**

Every effort is made, when indicated to prescribe enough medications to last until the next appointment. There is a fee of \$25.00 if additional prescriptions are required to replace lost prescriptions or prescriptions required due to patient appointment failure or cancellation.

### **PRIVACY**

Your medical record is confidential. No information will be released by our office without your written consent.