

STEVEN KAI CHAO, M.D., PH.D.
5325 BALLARD AVENUE NW, SUITE 209
SEATTLE, WA 98107

POLICIES AND PROCEDURES

Contacting Dr. Chao

The best way to reach me is by telephone. I check my voicemail between sessions and throughout the day.

If you are having an emergency and cannot reach me, please dial 911 or proceed to the nearest emergency room.

I may also be reached via email for scheduling purposes, medication refills, and other non-urgent matters. Email and text messages should not be used as a mode of communication for clinical issues, as these are best addressed in person or on the telephone.

Payment of Fees

Payment is due at the time of service. I accept payment in the form of cash, check, or credit card. Please make checks payable to "Dr. Steven Chao."

Fee Schedule

2-hour diagnostic evaluation	\$600
50-minute session	\$350

Telephone calls are billed at a rate of \$87.50 per 15 minutes, or \$350 per hour.

Health Insurance

I am a preferred provider for Premera Blue Cross and Regence Blue Shield. If I am out of network for your health insurance plan, it is your responsibility to file all claims for reimbursement. At the time of service, you will be provided with a statement that includes the DSM-V (diagnostic) and CPT (procedure) codes necessary to submit your claim.

Appointments

Please notify me at least 24 hours in advance if you are unable to make your appointment. You will be charged the full amount of the fee for missed appointments and for appointments cancelled with less than 24 hours' notice. Missed appointments will be charged to your credit card on the day of your scheduled appointment.

If you are late for an appointment, you will be seen for the remainder of your time and will be charged for a full session.

Please note that health insurance plans do not reimburse for telephone calls or missed appointments.

I have read and agree to the above Policies and Procedures.

Name of Patient (PRINT)

Signature of Patient or Parent

Date