

MICHAEL N. GARCIA, L.P.C.

205 EAST HIGH ST CHARLOTTESVILLE VA 22902

CONFIDENTIAL PATIENT REGISTRATION

PATIENT

Full name _____ Date of birth _____

Address _____

_____ Phone _____

RESPONSIBLE PARTY

Full name _____ Date of birth _____

Address _____

_____ Phone _____

Relationship to patient _____

BILLING You will receive an invoice at the end of each month. Payments are due within the following 30 days.

SUBMITTING INVOICES TO INSURANCE If submitting invoices to insurance for out-of-network benefits, patients and responsible parties are nonetheless required to pay fees to my office within 30 days of receiving the invoice, regardless of insurance contributions. Insurance companies require that a valid invoice include an identified patient with a mental health diagnosis code. This diagnosis becomes part of the official medical record on file with the insurance company.

RESCHEDULING AND CANCELLATIONS If you must cancel or reschedule your appointment, please allow me 24 hours or more of advanced notice to make appropriate arrangements to my schedule. Whenever possible, it is important to make up missed sessions and preserve an ongoing momentum in the schedule.

LOCATION My office is located in downtown Charlottesville, 2 blocks from the library at 205 East High St. Parking is available behind the office building, accessed off of 2nd Street and East High St. In the parking lot, please double-park directly behind the car in the space labeled, "Garcia". It is most helpful if you arrive on time or no earlier than 5 minutes prior to your appointment. Also, please leave the space available immediately following your appointment. The waiting and sitting area is located in the entrance hallway of the building. There are chairs just outside of my consulting room door and I will come find you at the hour of your appointment.

ONLINE SESSIONS During the CoronaVirus pandemic, all sessions will be held via Zoom. I will send you the session link over email, unless you request a different medium. All sessions will include a passcode, a unique link for your session and the "waiting room" function will be enabled, requiring my permission to enter the link.

Patient/ Parent/ Legal Guardian

Date