

Adolescent & Young Adult Medicine, P.S.

James H. States M.D.

P.O.Box 12257 • Olympia, WA 98508

Telephone: (425) 646-0804 • Fax: (206) 202-1985

PRACTICE POLICY

The following document is descriptive of the practice policy, fee schedule, and theoretical basis for treatment of adolescents and their families.

THEORETICAL FRAMEWORK FOR TREATMENT

Dr. States is board certified in both Adolescent Medicine and Family Practice. He completed a Post-graduate Fellowship in Adolescent Medicine at USC. This training program emphasized the developmental and multi-disciplinary approach to adolescent problems. Adolescence is a time of rapid change that requires an understanding of process. Our assessment of the adolescent will look at that process and past, present and potential health risks.

Using the work of Bowlby, Mahler, Erikson, MacKenzie and Masterson, we approach adolescents with an understanding, that many of their symptoms are dysfunctional attempts at maturation. Where adults may view certain adolescent behaviors as problematic, adolescents believe that their behaviors are solutions to developmental crisis. Our approach is developmentally based, and is officially termed Object Relations Theory as developed by James Masterson MD. Research indicates that Cognitive Behavioral Therapy [CBT] and Interpersonal Therapy can also be useful with adolescents. We generally utilize CBT in older adolescents and young adults who have developed the capability for abstract thought. As the adolescent matures, the relationship of the adolescent to their family must also mature. We utilize an approach to family conflict, called Object Relations Family Therapy. Kristi Colwell MA, LMHC provides therapy for adolescents, parents and couples, as they attempt to stabilize their family relationships. Dr. States provides consultative services to determine if the adolescent has medical problems that contribute to the present symptoms and to assess for appropriate psychotropic medications when indicated. In certain situation he will provide the therapy for the adolescent or young adult. Dr. States and Kristi Colwell MA, LMHC review cases weekly to be sure that the adolescent and family care is coordinated.

We utilize a multi-disciplinary approach to facilitate comprehensive care for complex problems. We will work with your family physician and other care providers to coordinate treatment. Exercise is encouraged when appropriate. Individuals needing medication for depression or other emotional symptoms must be seen regularly for therapy and medication evaluations.

ROUTINE MEDICAL CARE AND EMERGENCY SERVICES

Dr. States provides consulting services to adolescents, their families and their health care providers. We **do not** provide primary care or emergency medical services. You must utilize your Primary Care Provider for routine and emergency medical services. If the emergency appears life threatening, proceed to the nearest emergency room.

SCHEDULING

Please contact our office manager at 425-646-0804 to schedule or cancel appointments, and to discuss reimbursement and insurance issues. Please leave a voice-mail message with both a day and evening number, if our office manager is not available at the time you call.

REFERRALS

You must have a referral from your primary care provider before your first appointment. [you can download Referral Form from our website www.adolescentmedicine.com]. The first referral should include three visits to allow for a parent conference, patient interview and possible physical exam, as well as a summary of findings. Your insurance company may not authorize the consultation if you attempt to obtain the referral after our first visit.

APPOINTMENT TIMES

Office hours are from 9:00 AM to 5 PM, Monday through Wednesday. To insure quality of service, we usually see one new client and/or their family per hour. The time that you have scheduled is reserved for you. A one-hour appointment will include a 45-50 minute direct contact with the patient. A half-hour appointment will include a 20-25 minute direct contact with the client. The remaining 10-15 minutes of the hour [or half-hour] are used to review and complete your medical records.

CANCELING AN APPOINTMENT

Please see the Cancellation Policy.

REIMBURSEMENT FOR SERVICES

Reimbursement and co-pays are expected at the time of service. If we are contracted with your insurance company we will attempt to bill them. If we are not contracted with your insurance company, it is your responsibility to pay at time of service. You may bill your insurance company directly for reimbursement. Contact our office manager at 425-646-0804 to determine if we are contracted with your plan. Co-pays are to be made by check or credit card at the time of the visit before each session. If you fail to pay co-pay at the time of visit, a \$25.00 clerical fee will be charged. Statements are sent out monthly and prompt reimbursement is expected. **A 1% interest rate per month will be charged on all outstanding balances.**

CONFIDENTIALITY

Your records will be kept strictly confidential. You must sign a release to have records sent to another provider. The confidentiality of minors will be respected, however parents will be informed if their adolescent is homicidal, suicidal or unable to care for self. We will attempt to work with both the parents and the adolescent, understanding that a therapeutic process will not occur if the adolescent does not trust the physician-client relationship. Please read the **Federal Privacy Act** Rules that relate to your protected health information PHI. We reserve the right to break confidentiality if we determine that there may be risk of serious injury or death.

MEDICATIONS

Dr. States will review with you, medication options for any given diagnosis. We will also review the most common side effects of the medication. You will usually receive a handout describing the medication use and risks. If you have questions about the medication please contact Dr. States at 1-888-562-1859. Be sure to tell your other medical providers that you are on the medication.

MEDICATION REFILLS

Medication refills must be done at the time of your appointment. The medication evaluations with Dr. States are to be completed on a monthly schedule during the first 12 months of treatment. Adolescents in crisis, may need to be evaluated weekly or every other week. When you receive a prescription for medication, be sure to re-schedule your next office visit with Dr. States prior to the expiration of the new prescription. To obtain the most convenient times for your appointment you should schedule 1-2 months ahead of time.

Individuals who do not schedule and keep their regular appointments for medical evaluation will be given limited quantities of medication to cover the time till the next available appointment. These limited quantities are generally more expensive than the purchase of the regular full monthly prescriptions. Individuals who repeatedly request phone refills without the required medication evaluation will be discharged from the practice.

Please allow 72 hours for medication refill transactions that are requested at non-appointment times. Controlled substances such as Ritalin or Dexedrine [used for ADHD] cannot be refilled by phone. Adolescents and young adults who are on psychotropic medications [anti-depressants etc.] should also receive regular 1/1 therapy with our staff.

CALLS TO DR.STATES ABOUT HEALTH CARE OR MEDICATIONS

Leave a detailed message with the answering service operator [1-888-562-1859] regarding the problem or medication, dose, pharmacy, and your day and night number. You may call office manager at 425-646-0804 about scheduling or billing concerns.

DR. LETTERS

If you need Dr. States to compose a letter regarding your health, you should schedule an appointment where the intent of the letter can be discussed. Be sure to bring all the appropriate information [addresses, forms] in a written format to the conference where the Doctor will compose your letter.

FEE SCHEDULE

Please see the Fee Schedule.

Phone calls longer than 5 minutes are billed by time at the usual hourly rate. You may schedule an extended conference call to save your time away from work. Insurance companies do not usually reimburse telephone calls. You may page me directly by calling 1-888-562-1859. Please leave a short message with the operator that includes your day and evening number.

I have read the Practice Policy and fully understand. I agree to the above guidelines.

Client name [signature if over 18]_____

Parents [Guardian]_____ Date_____