

**Superior Psychiatric Services**  
A Professional Medical Corporation  
1400 Quail Street, Ste. 155, Newport Beach, CA 92660

## Office Policies

- **Office hours**

Our regular office hours are 8 AM to 5 PM, Monday through Friday, holidays excluded. Longer, 90 minute sessions are available on Saturdays, by special arrangement.

- **Scheduling an appointment**

Please either call our office at 949-222-9922, or email to us at [Info@SuperiorPsychiatric.com](mailto:Info@SuperiorPsychiatric.com). We will do our best to respond and book time for your session within 24 hours of your request.

- **Consultation sessions and fees**

Appointments with Dr. Meshi are scheduled for 45-50 minutes for an initial consultation, or 25 minutes for a routine follow up. The fee for a standard initial evaluation is \$350, and for a routine follow up - \$175. Further, charges will be levied for time taken by the doctor to address the patient needs over the telephone and write triplicatesubscriptions outside of scheduled appointments. Note that time taken by Dr Meshi for special services such as to write a legal report, attend a deposition or testify in court will be subject to a different fee structure.

- **Initial Evaluation**

Your first visit to the Superior Psychiatric Services clinic will include an initial evaluation by Dr. Meshi to assess your specific situation. It will also include a review of your initial patient questionnaire. In some cases, an additional session may be required to finalize the initial evaluation.

- **Payments**

Our clinic currently accepts in cash, checks, Visa or Master Card. Payments are due at the time of service, however, we will provide you with a copy of the billing form and receipt to submit to your insurance carrier for reimbursement.

- **Refunds**

Approved refunds of credit card payments will be credited to the patient's account within five (5) business days. Approved refunds of check payments will be made by check and mailed to the patient's responsible party within ten (10) business days.

- **Cancellation and no-shows**

A no-show patient who missed a session without proper notice will be charged the full session fee. Cancellation notices must be received more than 48 business hours in advance to avoid a full charge for time not used. Appointment cancellations must be received by Superior Psychiatric Services during business hours.

● **Insurance / Medicare**

Superior Psychiatric Services does not participate in Medicare, nor is it a member of any insurance panel.

I have read and understand the office policies of Superior Psychiatric Services stated above.

**Patient's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Patient's Signature:** \_\_\_\_\_

**Responsible Party's Name (if not same as above):** \_\_\_\_\_

**Responsible Party's Signature (if name not same as above):** \_\_\_\_\_