**FIRST APPOINTMENT**

The first appointment is 60-70 minutes. Call 281-494-6222 to make your appointment. Or you may schedule your own appointment on line with the following link: [www.patient**fusion**.com/doctor/**penny**-**chow**-**md**-12370](http://www.patientfusion.com/doctor/penny-chow-md-12370)

We will follow up with you regarding the on-line appointment you requested.

Please arrive at least **15 minutes** prior to your scheduled appointment to process your paperwork. Please print the appropriate forms off the website and bring completed forms to your first appointment. Complete the new patient packet as well as any rating scales of symptoms pertinent to you.

We strive to be timely for your appointment because we know your time is valuable.

**PAYMENT INFORMATION**

Your contract with your insurance company is independent of your relationship with me. I am considered an out of network provider. You may check with your insurance to determine reimbursement for out of network providers. Our office will provide necessary paperwork for submittal to your insurance. A credit card is kept on file for charges such as telephone sessions, facetime or missed appointments.

For the first appointment, half of the charges will be collected the day before your scheduled appointment and the balance will be paid in full upon completion of the evaluation. Payment is due at the time of service for all follow ups.

**FORMS**

New Patient Packet: (Complete all forms and bring to your appointment)

Professional Services Agreement

Privacy Policy

New Patient Information

New Patient Questionnaire

Consent for Evaluation and Treatment

Symptom Scales: (Complete any forms that are appropriate to your situation)

Depression- PHQ-9

Adolescent Depression- KADS

Beck Anxiety Inventory

Bipolar Disorder- MDQ

Adult Attention Deficit Disorder

ADHD for a child

Consent for release of information

Credit card authorization form

**HELPFUL LINKS**