

**Stephanie A. Tournet, M.D.**  
**9 Alexander Avenue**  
**Belmont, MA 02478**  
**Tel (617)-852-8062**  
**Fax (617)-489-9600**

### **General Information for Clients**

Thank you for your interest in pursuing psychotherapy or medications for yourself or for your child. Hopefully, this will address some of your initial questions about my practice. You are welcome to discuss any aspect of this information during our meetings.

Regarding my background, I am Board Certified in Adult Psychiatry and Board Eligible in Child and Adolescent Psychiatry. I trained at the Brigham and Women's Hospital and Beth Israel Deaconess Hospital for Adult Psychiatry and the Cambridge Hospital for advanced training in Child and Adolescent Psychiatry. I have a background in psychopharmacology (medication management), psychodynamic psychotherapy, cognitive behavioral therapy, and family therapy and tend to work in an integrative way, combining all approaches when appropriate. In addition to my private practice, I am affiliated with Cambridge Hospital and Harvard Medical School.

### **Services and Rates**

An initial evaluation/consultation usually consists of 2 sessions. This includes a 60 minute initial appointment and a 60 minute follow up meeting. This follow up meeting includes 45-50 minutes of meeting time (with you and/or your child), and 10-15 minutes discussion about my impressions of the presenting problem. At the end of the consultation, a treatment plan will be made and recommendations provided. Rates and fees are based on time and modality of treatment. In general, I see patients for 20-30 minutes for a medication visit and 45-50 minute for ongoing therapy visit.

The fee remains the same no matter whom the session is with. The same fee applies for school meetings I may attend at your request, for collateral work or phone conferences, or for additional assessment time as part of an evaluation. I do not bill for brief phone calls to schedule appointment times, but for anything more prolonged, I do reserve the right to bill for my time. Payment is due in full at the time of visit. Once ongoing treatment is established, a bi-monthly bill will be sent outlining fees and charges not collected at the time of visit. The full balance is expected within two weeks after receipt of the bill.

Please call me to discuss the specifics regarding my current fees for specific services.

## **Health Insurance Issues**

I do not take insurance; however, some insurance plans will reimburse a portion of the fees. If you have a preferred provider plan (PPO) or other non-managed care plan, you may have “out-of-network” benefits. This generally means that you have the option to work with a clinician who is an “out-of-network” provider, and that your company will reimburse subscribers for a certain percentage of a therapist’s fee. Although you would be responsible for paying me directly, you would have the option to submit an insurance claim form for any and all sessions with me. There is sometimes confusion because I am listed on some panels due to past and current hospital and practice affiliations. However, for my Belmont private practice, “Stephanie Tournet, MD” is a separate business entity and should be regarded by insurers as out-of-network.

Since I don’t know the details of every employer’s insurance plan, I urge you to contact your insurance company directly so you know what to expect regarding deductibles and the process of potential reimbursement from them. I am not able due to limited administrative assistance to look into this for you. I am happy to assist you as much as I can if you encounter difficulties or confusing information. It is also important to point out that insurance companies do not generally reimburse for collateral work or missed appointment fees, and you would be responsible for paying those charges directly, even if the insurance company covers a portion of the office visits.

The reason I have decided not to accept insurance is my strong belief that your treatment should be based on what is best given your individual circumstances and needs, not on an insurance company’s restrictions made upon the time and frequency I spend on your care.

## **Cancellation Policy**

I require at least 24 hours advance notice if you wish to cancel an appointment. Otherwise, you will be charged for the full cost of a session if 24 hours notice is not given or if you fail to show up for a scheduled session. Exceptions to the cancellation policy are official snow emergencies only.

## **Telephone Contact**

I collect messages from my cell phone several times a day Monday through Friday. I make every effort to return your call the same day. If you do not receive a call the same day, you can almost always expect a return call the next business day after I have received your message.

Please be aware that I do not retrieve phone messages consistently on the weekends. If you have an emergency that require immediate response or you cannot wait for a return call, go to your nearest emergency room or call 911. An emergency room that I recommend is the Cambridge Hospital Psychiatric Emergency Service. A clinician can be reached at all hours by calling (617) 665-1560. Then, at your earliest convenience, please contact me and let me know what has occurred. This will help me to be of assistance to you during a crisis. While I try to be available at all times, cell phone coverage does occasionally leave gaps.

## **Medication Policy**

If you need a refill or do not have enough medication to cover you until our next session, please leave a detailed message including the name of the medication, the dose and frequency you take the medication, your pharmacy and pharmacy phone number, your name and date of birth, and a number where you can be reached. Please allow 3-4 days business days for the medication to be filled. In some instances you will be provided with a refill, while in others, you will be provided with enough medications to last until the next session. This is meant to assure safe and effective use of medications. Also, please be advised that controlled substances such as stimulants cannot be called into the pharmacy.

## **Confidentiality**

The entire process of psychotherapy rests upon confidentiality. Exceptions to doctor-patient confidentiality include potential for harm to oneself or others, suspicion of child or elder abuse, or abuse of persons with mental retardation.

## **Emailing**

I prefer to schedule and communicate via the telephone. Regarding documents and reports, it is often easier to email them as attachments. In those instances, I will provide an email address for correspondence. Although I am the only person with access to my email account, email is considered less secure than fax or phone. Please consider this when deciding how to send me documents.

## **Directions from Route 2 West to 9 Alexander Avenue.**

Take MA-2 E.

Take the RT-60 exit, EXIT 59, toward BELMONT CTR./ARLINGTON CTR.

Take the RT-60 W ramp toward BELMONT CTR

Turn SLIGHT RIGHT onto PLEASANT ST/MA-60 W

Follow PLEASANT ST/MA-60 W past 2 sets of lights then take first LEFT onto ALEXANDER AVE.

9 Alexander Avenue is located on the right hand side in a building called 9 Alexander Associates. There is a dental office located on the ground level. My office is located on the first floor and is shared with Dr. Linda Cunningham. There is a waiting room on the second floor.

## **Parking**

There is street or metered parking located along Pleasant Avenue, Alexander Avenue, in the heart of Belmont Center, or directly behind the Center if you follow Alexander Avenue between the fire station and Macy's and take your first right.

Thank you again for the opportunity to be of service to you or your child. I look forward to our work together.

Sincerely,

Dr. Stephanie A. Tournet, MD