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Vanessa Yan, NP  
Grace Dualan, NP  
Lisa Friedman, LMFT  
Dr. Christine McLlwin, LMFT  
Helen Kim, NP  
Tina Ho, MSW, LCSW

I hereby agree to the policies outlined by Progeny Psychiatric Clinic and Dr. Geoffrey Di Bella:

All appointments with Dr. Geoffrey Di Bella at Progeny Clinic follow the policies and procedures below:

**1. No-Show Policy:**

- I understand that I am expected to attend all scheduled appointments and complete all required forms prior. Failure to cancel or reschedule at least 24 hours in advance will result in a fee. Failure to submit Dr. Di Bella's Follow-up Form prior to the morning of my appointment will result in a no-show with subsequent fees.
  - First no-show: \$50 fee.
  - Second no-show within 1 year of the first no-show: \$100 fee.
  - Third no-show within 1 year of the first no-show: \$150 fee.
  - Any additional no-shows within this period will result in discharge from the practice.
    - \*The oldest no-show on record will be dropped after 1 year of the first no-show.
- This policy becomes effective upon the date of signing below.

**2. Medication Refill Policy:**

- I understand that refills on medications will require an appointment.
- There may be up to a \$20 fee for medication refills without an appointment.
  - \*Any fees for medications refilled without an appointment beginning 2024 will be collected upon signing below.

**3. Pharmacy Switch Policy:**

- I understand that I must contact the office prior to my appointment to change the current pharmacy on file.
- There may be up to a \$20 fee to change pharmacies once the medication has been sent.
  - \*Any fees for switching pharmacies beginning 2024 will be collected upon signing below.

All appointments with any other prescriber within Progeny Psychiatric Clinic follow the policies and procedures below:

1. \$50 fee for all no-showed appointments with an NP, PA, or MD. Only 3 no shows are allowed within 1 year. Any additional no-shows within this period will result in discharge from the practice.
2. There is no fee for noncontrolled refills without an appointment, Progeny front office staff can call in up to 2 weeks' worth of noncontrolled medications if a follow-up appointment is scheduled. Any controlled medication refills are prescribed during appointments only.
3. There is no fee for pharmacy switches. However, patients can only switch pharmacies once per prescription period. This is up to the provider's discretion.

All policies and procedures listed above for Dr. Geoffrey Di Bella and Progeny Psychiatric Clinic are in addition to the policies outlined in PPC's New Patient Packet, found here: [www.progenyclinic.com/forms](http://www.progenyclinic.com/forms) under clinic policies. A pdf or physical copy may be requested at any time.

I acknowledge that it is my responsibility to adhere to these policies and that failure to do so may result in additional fees or discharge from the practice.

Please read the above policies carefully and sign below to indicate your agreement. Thank you.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely,

**Progeny Psychiatric Clinic**