



COLLABORATIVE COUNSELING CENTER

Working together to inspire change and promote growth

www.collaborativecounselingcenter.com

5560 Sterrett Place, Suite 201
Columbia, MD, 21044
p. (443) 546-4000
f. (443) 546-4005

Psychiatric Services: Informed Consent Policy and Procedures

The Collaborative Counseling Center's goal is to provide timely, effective and informed treatment. The prescribing of medication is one component of treatment to maximize the functioning of the person and is intended to be integrated, when possible, through an individualized plan of care through active involvement of the individual & parent/guardian when applicable. The following policy and procedures outline CCC's commitment to safe prescribing practices:

1. Psychiatric Services are MEDICAL services.
2. For all children under 16: Parents/Guardians MUST accompany their children to all appointments (in person and telehealth) to understand the risks/benefits of medication and provide informed consent.
 - If you are a kinship custodian (no legal guardianship), the child's parent must attend appointments or you must, in advance, provide CCC with a notarized statement that authorizes you to sign and consent for medical treatment of the minor in your custody.
3. Prior to receiving Psychiatric Services, patients may be requested to sign consents for collaboration with your Primary Care Physician (PCP), Pediatrician and/or other professionals prescribing your medication.
 - This applies to all adult, adolescents and child patients as needed.
 - This is considered best practice and in the best practice of your physical/somatic and behavioral health. Refusal to do so may limit the ability to prescribe certain medications.
4. During psychiatric appointments information about the use of medication and ongoing medication management will be clearly explained to include the following:
 - Dosing, possible side effects and alternatives considered.
 - Regular medication management visits will be conducted and required to ensure tolerance of the medicine, monitor side effects, consideration of medication alternatives, and discussions of efficacy and other patient concerns.
 - The length of treatment varies dependent on individual patient's needs.
 - Frequency of visits will be determined by the Psychiatrist in consultation with patient based on best practices, but not to exceed 6 months from the last medication management visit.
 - All refill requests must be made by calling the office during business hours (443) 546-4000.
 - Prescribers may consult a Prescription Drug Monitoring Program when prescribing medications at risk of misuse, abuse or diversion
 - In the event of an emergency related to medication prescribed:
 - If you are experiencing physical symptoms or reactions that require immediate intervention, please first call 911 or poison control at 1-800-222-1222 (National Service that connects you).
 - For questions or concerns during CCC business hours, call the office at (443) 546-4000 and the front office will assist you.
5. Psychiatric caseloads and appointments are at very high demand, and the following guidelines are used to maximize the benefit of this service for all patients served:
 - CCC requires a minimum of 48 business hours for cancellations to avoid being charged full fee for a missed visit, unless there is an expressed emergency.
 - If rescheduled, refills of medication will be provided to last until the next appointment.



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- To remain an active patient at CCC you must be seen within one calendar year. Patients who have not been seen in one year and wish to receive psychiatric services must schedule a new patient appointment for a psychiatric evaluation at new patient cost.
- Reminder calls/texts/emails are provided as a courtesy, patients are expected to attend appointments as scheduled.

Initial to acknowledge receipt: _____