

Steven E. Locke, MD

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WELCOME TO THE PRACTICE

Office Location: 10 Deer Run, Wayland, MA 01778
Directions to office: See practice website at www.drstevenlocke.com
Parking: Between garage and woodshed
Office entrance: Brown door at the end of flagstone path. Ring bell and enter.
Privacy policies: Enclosed, and also available at the website (Resources / Forms)

Welcome to my practice. Enclosed, please find information regarding my clinical services, fees and billing information, and some forms and questionnaires.

Please complete the enclosed forms. If we are meeting by telehealth, you can mail or fax them; if in person, bring them with you to your first appointment:

- Patient Registration Form
- Financial Agreement
- Acknowledgement of Receipt of Notice of Privacy Practices
- Telehealth Consent Form
- Email and Text Consent Form
- Consent for Use of Medication Form
- Questionnaire for New Patients

Also attached for you to read:

- Notice of Privacy Practices
- Practice Procedures
- Best Ways to Contact Me

This will allow us to use our appointment time more efficiently. If you have any copies of prior psychiatric evaluation reports, reports of psychological testing, or any other documentation of prior mental health evaluation or treatment, please bring copies of these documents with you if we are meeting in person, or call us to discuss other arrangements.

I schedule the initial consultation when it seems likely that my training, experience and skills are appropriate to provide any ongoing treatment that is indicated, based on the concerns you described when you scheduled the consultation. However, in some cases I may recommend that a different clinician or specialist would be better qualified to provide whatever further treatment is indicated.

Included in this document package is a handout that describes my practice procedures (e.g., billing, how to reach me in an emergency, etc.). Please review that prior to our meeting. If you need to cancel or reschedule your first appointment, call to let me know as far in advance as possible, but at least 48 hours prior to the scheduled appointment. If an initial appointment is cancelled with insufficient advance notice or missed without notification, we will need to discuss rescheduling on the telephone.

A description of my privacy policies can also be accessed on my website (Resources/Forms). Please call the office if you have any other questions.

