

Behavioral Health Associates of Western New York

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ACCEPTANCE OF PATIENTS AND APPOINTMENT SCHEDULING POLICY

Our office staff recently received notice that you would like to schedule an initial assessment with our psychiatrist. Our policy for accepting patients into treatment and scheduling an initial appointment requires a pre-admission screening process. This is a simple process in which the patient/parent/guardian can download the pre-admission packet from our website, including (1) Treatment Agreement and Patient Responsibility Form, (2) Billing/Fee Schedule, and (3) Psychosocial/Health Screening Questionnaire. These forms need to be read and reviewed carefully, filled out completely, signed and dated where appropriate, and returned to our office promptly by mail or in person. The information given will be reviewed by our physician and if you/your child is accepted for treatment an initial intake/assessment will be scheduled. An appointment/confirmation letter will be sent to you with the agreed upon date/time of you/your child's appointment. Please be assured that all information received will be kept strictly confidential. It is our policy to accept patients that we feel are appropriate and will benefit from treatment services we provide.

Thank you for your cooperation,

Sincerely,

Ronald A. Cooke, MD

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