



The Rice-Lewis Clinic provides medical care as a specialist in psychiatry for patients referred to us by the Health Advantage Network. It is necessary that we follow policies set up by Health Advantage and coordinate those with our clinic policy. Our current policy is as follows:

### **REFERRAL NUMBERS**

You, the patient, are responsible for obtaining your Health Advantage referral numbers for your visits to our office. This is done through your Primary Care Physician. Each member must have his or her own referral. It is important that you obtain a referral number on or before your date of service, or Health Advantage will not pay for your service here, and as a result, it would be your responsibility to pay.

All Health Advantage patients will have a maximum number of visits per year. It will be the patient's responsibility to keep up with this amount, as the Rice-Lewis Clinic may not be the only mental health provider a patient might see in the course of a year for outpatient or inpatient treatment. We cannot take the responsibility to call you in advance of service; however, you can call ahead of time and we will be glad to check our records and advise you of your expiration dates and the amount the insurance has paid us.

### **NO HEALTH ADVANTAGE COVERAGE**

If you should disenroll or exceed the maximum number of visits per year, it will be important for you to inform us so we can discuss payment arrangements with you for these services.

### **REQUIRED PAYMENT ON DAY OF SERVICE:**

**YOU MUST BE PREPARED TO PAY YOUR CO-PAY ON THE DAY OF SERVICE.** Please provide us with a current copy of your Health Advantage ID card.

It is our desire to continue to provide our service to Health Advantage patients. In order to keep our cost and fees down and to meet Health Advantage contract requirements, it is necessary for us to implement these changes.

We appreciate you and ask for your cooperation.

Floye Cooper  
Health Advantage Accounts  
Rice-Lewis Clinic  
225-0576 or 1-800-488-4769