

**Psychological Services of Central Illinois, P.C.**  
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*Keith L. Buescher, Ph.D.*

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*Joanne Moussette, Psy.D.*

*C. Lee Affrunti, Ph.D.*

*Alicia C. Shapinsky, Ph.D.*

To Our New Patients:

Thank you for choosing Psychological Services of Central Illinois.

Enclosed please find a New Patient Packet, which includes a copy of our Notice of Privacy Practices and New Patient Intake Form. Please complete the intake form and bring it with you to your first appointment, along with your insurance card(s), a photo ID, and relevant insurance co-payment.

We request that you pay your co-payment at the time services are rendered unless other arrangements have been made in advance. We accept cash, personal checks, or most major credit or debit cards, with the exception of American Express. A \$25 administrative fee will be accessed on all returned checks.

The co-payment listed on your insurance card is typically specific to medical visits and frequently differs from what your co-payment will be for mental/behavioral health services. You can find out what your expected co-pay/coinsurance will be by calling the customer support number on the back side of your insurance card, and asking about your behavioral health benefits for an office visit in an outpatient setting. If your policy requires that you meet an annual deductible prior to services being covered you will be responsible for that amount, and may be requested to pay in full up front for services until your deductible is satisfied. Some policies may also require prior authorization for certain services. Please feel free to inquire about our fees and your obligation prior to attending your initial appointment.

Finally, we ask that you kindly give a minimum of 24 hours notice if you need to cancel your appointment. If you have any questions about this information or any other questions about our services, please don't hesitate to call our office at the number listed above. We hope this information is helpful, and again, thank you for choosing PSCI for your behavioral health needs.

Sincerely,

Drs. Buescher, Dimond, Moussette, Affrunti and Shapinsky