Thank you for your interest in our clinic for patients ages 13-21 suffering from depression or bipolar disorder illness. Our service includes initial examinations and consultations.

The evaluation consists of a clinical interview lasting from one and a half to three hours with one or two psychiatrists. We **strongly encourage** both parents and older siblings who can offer their perspective to attend the appointment. The doctor(s) will discuss your diagnosis and make recommendations regarding treatment. This information will be included in a report sent to your treating doctor. If you do not have a psychiatrist and are in need of one, we can help you locate a psychiatrist in your community, and we will send the evaluation report to that specialist with your permission.

The fee for your one-time evaluation visit will be **$975.00** payable at the time of service. **You are responsible for contacting your insurance company prior to the appointment** in order to obtain any necessary authorization for the appointment. As the psychiatry physicians participate with different groups than the hospital and physicians in departments, it is important that you specifically ask about coverage for seeing a psychiatrist as an outpatient at Johns Hopkins University, School of Medicine Department of Psychiatry and Behavioral Sciences.

For consultations, we will need typed records summarizing your current and past psychiatric treatment. **The quality of the evaluation will be greatly enhanced by having a complete set of your psychiatric records.** You may want to copy this letter and send it to your psychiatrist or hospital to clarify the type of records needed.

1. Have your treating psychiatrist and/or therapist send a **typed summary (NO handwritten progress notes)** of your treatment, which should include diagnoses, a detailed account of medications used and responses to these medications, as well as a synopsis of psychotherapy and behavioral treatments. Please stress to your doctor not to send notes from individual sessions. We ask for a summary to give our doctors insight about your care which may not be communicated in progress notes. Doctors and therapists will need your written permission in order to release a summary to us.

2. Have summaries sent from previous treating psychiatrists and other mental health care providers. The more information we have about your care, the more helpful we can be. We generally request records for the past 10 years. Our doctors have found this history to greatly improve the quality of the consult. It also allows our doctors to focus on the important issues at hand.
3. If you have ever been a patient in a psychiatric hospital, have copies of the physician admission summary and discharge summary faxed to us. Please ask that the Medical Records Department NOT send daily progress notes. Hospitals need your written consent to release records. Contact the records department of the hospital to find out if you need to sign one of their release forms or if a written note from you will suffice.

4. Please do not send us your original copies of records as we will not be able to duplicate or return them. If you would like your own copy of your records, you will need to request these from the treatment facility directly. If we receive duplicate records, these records will be shredded.

5. For insurance purposes, it is important that we know who is referring you to this office (your psychiatrist, internist, therapist, yourself, etc.). If a clinician is referring you, we must send a copy of your evaluation back to that individual and you will be asked to sign a release of information form to accomplish this task. Please bring the clinician’s mailing address with you.

6. Because we are such a large institution, our mail may be slower. Please have your records faxed if at all possible. Our FAX number is (410) 955-0152. Our address is:

   The Adolescent and Young Adult Affective Disorders Consultation Clinic  
   The Johns Hopkins Hospital  
   Meyer 3-181  
   600 North Wolfe Street  
   Baltimore, MD 21287-7381

   Within ten days of making a request for your records, call your doctor to see if your records have been faxed or mailed to us. When you have confirmed with your doctors that all your records have been sent, then call us to confirm that we have received them. Once all the most pertinent records are received, the Director of our clinic will review those records to determine if this is the most appropriate clinic to meet your needs. Once final approval has been given, we can schedule an appointment. Depending on the waiting list, your appointment will occur about four weeks from the time that your pertinent records arrive. If you have any questions or concerns, please feel free to call us at (410) 955-5212.

Sincerely,

Stacey K. King  
Clinic Coordinator

Lizza C. Gonzales  
Administrative Coordinator