

Adrienne M. Balsam, M.D.S.C.

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4711 Golf Road  
Suite 1200  
Skokie, Illinois 60076

Dear New Patient:

Welcome. I am a board certified psychiatrist whose primary focus is psychopharmacology, the medication management of psychiatric conditions. The information contained in this letter is intended to better acquaint you with my practice.

### **Office Location**

Concourse Office Plaza  
4711 Golf Road  
Suite 1200  
Skokie, Illinois 60076

Free parking is available in the outside parking lot.

I see patients in person at my Skokie office on Wednesday.

Virtual appointments are available on Mondays, Wednesdays and Thursdays.

### **Professional Fees**

Initial Evaluation: \$650.00

30 Minute Consultation/Medication Management: \$250.00

45 Minute Consultation/Medication Management: \$300.00

Payment is expected at the time of service.

I accept cash, check, Visa, MasterCard, Amex and Zelle. You will receive a receipt at the end of your visit which you may submit to your insurance company for your personal reimbursement.

I require a 24-hour cancellation notice or you will be charged for your appointment. Should a family or personal emergency arise an exception may be made at my sole discretion.

### **Telephone Messages and Call Back Procedure:**

#### **Non-Urgent:**

Use the voice mail system at 847-933-0455. Messages are routinely checked Monday through Friday 9:00 AM – 5:00 PM. Please be sure to leave me your full name, telephone number, and detailed information as to the purpose of your call. I will also accept at a text at this number for non-urgent issues.

#### **Urgent:**

I may be reached at 847-834-4270. An urgent situation is one that requires my immediate attention. This number will not accept a text.

#### **Emergency:**

In case of a life threatening emergency, call 911 or proceed to your nearest emergency room.

I look forward to working with you.

Sincerely,

Adrienne M. Balsam, M.D.