

Potomac Grove Psychiatry

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Welcome to Potomac Grove Psychiatry!

We are committed to providing you with quality care in a supportive setting. Please read the following carefully so that you will gain an understanding of our office procedures prior to your first visit. Feel free to call our office if clarification is needed in any of the areas noted.

For all of our Private Pay Patients

Dr. Kopolow is a “fee for service” physician, meaning he does not accept any insurance plans.

You will be charged the fee for your sessions the same day of the appointment. We accept MasterCard and Visa and use a virtual terminal to collect the fees. A receipt will be sent to your email address. Please retain this receipt as another will not be sent to you.

We will not be filing your insurance claim for you and but will email/mail you a copy of your “superbill” reflecting the services you received and your payment. IF you don’t receive it, please reach out in an email to: admin1@pgpmd.com to have it sent.

Please retain these statements. There will be a charge for additional statements.

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In order to provide you with the best care, we ask you to do the following before your appointment:

1. Go to our website: www.potomacgrovepsychiatry.com where you will find the new patient packet.
2. Please print out the forms and email the completed forms in PDF format to admin1@pgpmd.com. (NO photos please) The forms must be returned within 24 hours of your appointed time so that we can complete administrative items for you prior to the appointment.
3. We are engaging in telehealth sessions (through Psychology Today) with our patients. Please be available 5-10 minutes before your appointment to check in using a link that **Dr. Kopolow will send to your email address.**
4. Approx two business days prior to your scheduled appointment we will send you an email reminder. Please let us know at least 48 business hours ahead if you are not going to be able to keep your scheduled appointment.

***Be sure to read our office policies regarding missed, canceled or no show appointments.