How to Schedule a Psychiatry Appointment
For UVA Students Scheduling Care in the Community

Please Follow These Instructions to Make an Initial Appointment:

1. **Choose a Community Provider** Visit the CAPS Referral Database website, search by location, then select the "offers medication management" checkbox under specialty. You also can browse for psychiatry by location on the Psychology Today website. CAPS can provide you with a list of local psychiatrists by request.

   - Your name and Date of Birth
   - Your Local Address and Phone
   - Insurance Name
   - Insurance ID#
   - Insurance Group #

   - Parent's Name *(if using parent's insurance)*
   - Parent Date of Birth
   - Parent Address and Phone Number
   - Emergency Contact
   - Availability for Appointment

2. **Contact the Provider** Call to inquire whether your chosen provider is accepting new patients. If yes, ask to schedule an initial psychiatric appointment. The more available times that you indicate, the sooner you will get an appointment; they are often scheduled one month or more in advance. If leaving a message, make sure that your voicemail is activated and that you check messages regularly. It is important to respond to messages promptly.

3. **Write down your appointment date, time, and the doctor's name.** The initial appointment will take 2 hours minimum; you may need to consider missing class.

4. **Provider Collaboration** If you have been receiving treatment at CAPS (therapy or psychiatry), please fill out and sign a Consent to Exchange Medical Information Form. This allows CAPS to forward your treatment records to your new provider. If you have been seen by another provider outside of CAPS, it is recommended you request they forward your treatment records to your new provider as well.

Helpful Tips:

- *A limited number of psychiatric providers are in-network with insurance. Ask your insurance if you have out of network benefits for psychiatric care and if they offer reimbursement for a portion of the cost for out-of-network care.*
- *Some psychiatric providers offer medication management and psychotherapy services. Ask your provider for details so you can coordinate your care effectively.*
- *If you need a refill sooner than you can obtain an appointment, contact the physician who last prescribed your medication.*
- *If you face barriers in accessing psychiatric care, please let your CAPS provider know so they can help you problem solve. CAPS Care Managers specialize in helping students access care. Let us know if you need help!*