

TRAINING AND EXPERIENCE

University of Texas at Austin,
High Honors, Phi Beta Kappa, BA 1975

University of Texas Medical Branch,
Honors, A.O.A., M.D. 1979

Arizona Health Sciences Center
Internship, Psychiatry Residency, Child and Adolescent
Psychiatry Fellowship 1979-84

Brattleboro Retreat and Dartmouth Medical School
Psychiatrist, Division Director, and Clinical Assistant
Professor 1984-87

Private Practice, Tucson 1987 to current

Past and/or Current Agency Consultant Positions

Arizona Children's Home
Arizona School for the Deaf and Blind
Child Protective Services
Department of Developmental Disabilities
Esperero Family Center
La Paloma Family Services
Tohono O'odham Psychological Services
Tucson Psychiatric Institute, Medical Director
Forensic/legal consultations to: Criminal, Civil, Federal and
Juvenile Courts; Workman's Compensation; Social
Security

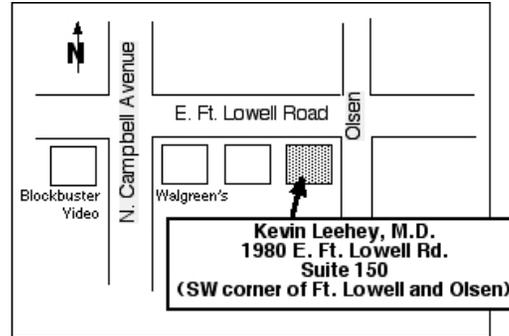
Arizona Health Sciences Center,
Assistant Clinical Professor,
University of Arizona Medical School

Membership in several local, state, and medical and
specialty societies/associations

**Distinguished Fellow of The American Psychiatric
Association**

**Board Certified in Child, Adolescent and Adult
Psychiatry**

Dr. Leehey's current practice emphasizes outpatient office-based evaluations, consultations, and treatment of children, adolescents, and adults. He has given presentations and written on a wide range of topics to professional groups, the public, and the media. His website (leeheyemd.com) provides broad and detailed free information about psychiatric conditions, treatment and medications.



Kevin Leehey, M.D.

**1980 E. Ft. Lowell Road
Suite 150
Tucson, AZ 85719**

Phone: (520) 296-4280

Fax: (520) 296-3835

**Information on the Internet at
www.leeheyemd.com**

Welcome to the private psychiatric practice of Kevin Leehey, M.D., serving children, adolescents, and adults.

Our goal is to provide you and your family timely, respectful, quality service in a pleasant practice environment.

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OFFICE POLICIES

HOURS

The receptionist is generally present from 8:30 a.m. to 5:30 p.m. Monday through Friday, except holidays. When the office is closed, a brief message can be left on the answering machine, although we prefer that you call back during business hours.

APPOINTMENTS

Appointments can be scheduled by the receptionist. Dr. Leehey usually sees patients from 8:30 a.m. to 5:00 p.m. Monday through Friday. New patients are generally seen in the morning with afternoon and early mornings saved for follow-up appointments. Although follow-up appointment slots may be already filled at the time you prefer, enough changes do occur that we can often fit you in if you call. An informal waiting list is kept for those awaiting an opening. Please do not hesitate to call back if you are awaiting an opening. We do not over-book or double-book; the time you schedule is yours. If you cannot or do not plan to keep your appointment, please let us know 24 working hours in advance to avoid a charge.

EMERGENCIES

If you have an immediate life and death emergency, call 911 or go promptly to an Emergency Room or Urgent Care for assistance.

During office hours, Dr. Leehey will return calls as possible between patients. He makes a strong effort to return all patient calls on the day received (please be sure we have current home, cell, and work phone numbers) and at least by the end of the next working day. If you feel your concern is urgent, please make this clear to the receptionist so that we cannot underestimate your concern. Please do not hesitate to call back. You may also find it helpful to contact your therapist or primary care physician.

AFTER HOURS, WEEKENDS, HOLIDAYS

If you have an immediate life and death emergency, call 911 or go promptly to an Emergency Room or Urgent Care for assistance.

After hours, weekends, and holidays, Dr. Leehey can be reached (for emergencies only, please) through his answering service (791-3604). This number is also given on the office answering machine's greeting. When Dr. Leehey is away or on vacation, he will have a psychiatrist covering for emergencies. If Dr. Leehey or his covering psychiatrist has not reached you within an hour, please call back.

PRESCRIPTION REFILLS

Dr. Leehey's routine practice is to write a prescription(s) to cover your needs until your next appointment. There

should be no need for additional refills if you keep scheduled appointments or reschedule promptly. If an exception occurs, please call the pharmacy (during business office hours, at least two working days before you will run out) and ask them to call the office to approve a refill. Dr. Leehey will do so during business hours, for active patients with scheduled follow-up appointments. Patients are generally seen at least monthly at first, then up to every two months when well established, and occasionally up to every three months. Persons not seen in over three months are not considered active or current patients of Dr. Leehey. Medication changes generally require appointments so they can be adequately considered, explained, and discussed. Refills will only be approved for current patients who have scheduled follow-up appointments. Controlled substances (Ritalin, Adderall, Concerta, etc.) cannot be refilled by phone and will not be rewritten except during an appointment.

If another psychiatrist is covering for Dr. Leehey while he is away, the covering psychiatrist will often hold refills until Dr. Leehey returns, if possible, or may approve only enough medication to cover the patient's needs until Dr. Leehey returns.

DOCTOR-PATIENT RELATIONSHIP

Dr. Leehey becomes you or your child's psychiatrist (doctor) when a mutual agreement is made to work together after the initial evaluation (usually one to three appointments) is completed. This relationship is a professional, cooperative partnership in which we both have responsibilities to work toward agreed-upon goals. Because of the nature of psychiatric treatment and Dr. Leehey's practice, a person or family must be seen at least every three months to be considered an active or current patient of Dr. Leehey.

RECORDS

There is generally no fee for copying and mailing records of fewer than five pages. Beyond this there is a charge of 25 cents per page plus postage, to cover costs and staff time. A completed, signed release of information is required.

EMAIL

Dr. Leehey does not use or respond to email because of internet privacy concerns, email communication problems, and time limitations. Making, changing, and canceling appointments will only be done by phone. Refills will not be done by email. We ask you to call (296-4280) or fax (296-3835) your concerns or needs, not email, especially if urgent. However, you may email non-urgent information you want Dr. Leehey to have for an appointment or for the chart via the receptionist at frontdesk@phd-md.com. The receptionist checks email twice per day and will print your email and

give it to Dr. Leehey. In Dr. Leehey's practice email is only used to receive such information; our email response is limited to confirming receipt if requested. To lessen the chance of any communication errors all urgent or emergency matters must be handled by phone.

PAYMENT

Payment is due at the time of service. Personal checks, cash, and Master Card/Visa are accepted. We cannot make change.

RETURNED CHECKS

There is a \$25 charge for returned checks.

INSURANCE

We do not file or bill insurance. We provide a superbill to assist you in your filing for any available reimbursements with your insurance company.

Your insurance policy is a contract between your insurer and you. You are responsible for all charges incurred, as well as for any services that are not covered by your policy, such as telephone consultations and reports.

MISSED APPOINTMENTS

There is a charge for appointments missed, canceled, or changed with less than 24 working hours of notice. Please remember, this is fully your time. Unlike most doctor's offices, we do not over-book or double-book appointments. Please notify us promptly if you cannot make your appointment so that we can offer the time to someone else.

REPORTS, EXTENDED CALLS, LETTERS

Due to the additional time and costs incurred, there is a charge for extended or complex phone calls, and for letters, reports, medication authorizations, or extended calls done on your behalf to other clinicians or insurance companies/agencies or at your request.

SOLE PROPRIETOR

Dr. Leehey's practice is fully independent of all persons and agencies where he may consult or contract, and is completely independent of others who share office space at 1980 E. Ft. Lowell Road, Suite 150. Dr. Leehey is sole proprietor of his practice and has a completely separate practice.

HIPAA

HIPAA is a federal law to improve privacy and internet transactions for billing and records. Because Dr. Leehey does not do such electronic transactions, signing HIPAA forms and notices is not required. Dr. Leehey's practice meets or exceeds HIPAA privacy standards.