

SPRING-SUMMER 2014 @

TMS PSYCHOLOGICAL SERVICES

THE OFFICE OF DR. THERESAM. SCHULTZ & ASSOCIATES

A PLACE TO GROW

**EXTRA! EXTRA!
READ ALL ABOUT IT!
IMPORTANT NEWS ABOUT FOREST PARK OFFICE**

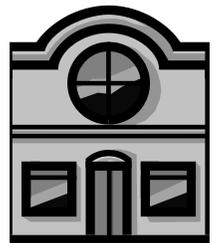
Downsizing our Forest Park office space has been a part of our growth plan since our 2012 expansion to a larger space in Hinsdale. Our original intent was to keep one suite at the Forest Park location, postponing a total relocation of our satellite office to the summer of 2015. Unexpectedly, we were offered a prime space in downtown Oak Park. After much deliberation, we decided to take advantage of the opportunity to move early.

The move will take place the last weekend of June 2014. ***There will be no office hours in the Forest Park office that weekend.*** Instead, all appointments scheduled Friday June 27th and Saturday June 28th, 2014 will be held in our Hinsdale office. Appointments previously scheduled for Forest Park will resume in our new Oak Park office on Monday June 30th, 2014.

The new office is located at 101 N. Marion Street in Oak Park. We will occupy Suite 207 on the 2nd floor. Our space is above *Prairie Bread Kitchen* (near the corner of Marion St. and North Blvd.). The entrance to our building is around the corner, actually on North Blvd. The doorway is clearly marked 101 N. Marion St., so we are confident you will be able to find it with ease.

The building is a renovated historic building that houses many other mental health professionals. It is a quiet, private, and well-maintained space. Like in our Forest Park office, the main entryway is secure so you will have to be buzzed in. There is a public waiting area right outside the elevator on the 2nd floor. However, you may prefer to go out and enjoy a snack or some shopping during your wait time. This office is conveniently located near many popular downtown restaurants and stores. Ample metered parking is available and some free parking can be found on the residential streets to the South. If you prefer public transportation, the Green Line train and Metra station are just steps away from our doorstep.

Please join us in bidding farewell to our cozy Forest Park offices. We have enjoyed two full years in that space. Now is a good time to go back to our roots in Oak Park. We thank you for your patience as we settle into our new space. As always, we welcome your feedback about our new satellite location.



FREE COMMUNITY TALK:

“KEEPING YOUR MARRIAGE ALIVE—AFTER THE KIDS ARRIVE”

Wednesday, June 25th, 6 to 7 p.m. in our Hinsdale Office, Suite 426

Dr. Matthew Ross will discuss common mistakes that both new and experienced parents make in their marriage. He will present helpful tips for couples wishing to maintain or revitalize their relationship once parenthood has arrived. Time will be allotted for questions and answers.

Light refreshments will be served. Door prize awarded. RSVP is appreciated but not required. Call the office at 630.323.3050 or email stafftms@sbcglobal.net.

Comings, Goings and Congratulations...

We were sad to say goodbye to Mrs. Margaret Brennan who has been our clinical intern for the past year. Margaret goes on to finish her studies and pursue her license as a professional counselor. We have been enriched by her presence and wish her all the best.

TMS is adding a new clinician! We welcome Ms. Nicole Boehne (BONE-ee), a Licensed Clinical Professional Counselor (LCPC) and Registered Art Therapist. Ms. Boehne will become a part-time member of the practice beginning in July, 2014.

Also joining our office for the summer is Amanda Schmitt, a University of Illinois psychology student who is here to learn how a group practice works. You may encounter Amanda in the Hinsdale Office, or you may meet her as she is doing reminder calls.

Three cheers for Dr. Erica Drzonek-Edwards who successfully completed her State of Illinois clinical licensing exam earlier this month. Hours and hours of preparation went into this grueling exam and we are very proud of Dr. Erica for this accomplishment.

A New Way in to 15 Spinning Wheel

As our Hinsdale clients may have noticed, there are big doings on Ogden just to the south of our offices. Adventist Health Systems is building a comprehensive oncology center right on our corner! Sometime late June or early July you will reach our building via a brand new Spinning Wheel “spur” that you will access from Salt Creek Road, the street just to the west of us. Salt Creek has a traffic light, so it will be easier to enter and exit from Ogden. Before the new stretch of Spinning Wheel is completed, you will need to use Salt Creek and turn LEFT at the sign pointing you through a parking lot that joins the two streets. (See PIX at left) Please see drawings of the new construction in our office. Don’t hesitate to call if you have questions about the new route.



TMS PRACTICE INFORMATION

Billing Reminders:

- ◆ Your co-pay is due at time of service, unless you have set up automatic credit card payments with NetSource Billing (NSB).
- ◆ Remember to update your credit card on file if you get a new card, cancel a card, etc.
- ◆ You will get a one-time email from NSB after you have placed a credit card on file—please make sure to respond to it so your card can be charged.
- ◆ NetSource Billing now has expedited the way you receive your credit card receipt. Directions will be in the email they send you when your card is charged.
- ◆ Please advise us of any changes in your insurance coverage.
- ◆ Please remember our 24-hour cancellation policy. Our cancellation fee is 50% of the full cost of the missed session and will be charged to your credit card on file.
- ◆ See insert for important billing policy changes.

Weekend Appointments:

- ◆ If you have any problems with an appointment scheduled on Friday or Saturday, please call the office and leave a voicemail on your therapist’s extension. Since the office is closed Friday and Saturday, this is the only way to get a message to your therapist. Here’s a list of extensions:
- ◆ Dr. Erica Drzonek-Edwards: 19; Helen Jonas: 17; Dr. Dan Kelly: 16; Dr. Erin Marek-Krawczyk: 13; Pam McQuaid: 21; Dr. Jennifer Roberts: 15; Dr. Matt Ross: 14; Dr. Theresa Schultz: 12; Karen Shockley: 18; main office (Susan) is ext. 10.

TMS AND EMAIL COMMUNICATIONS: THE PROCESS CONTINUES...

At the beginning of the year, many of you received a copy of our revised Email Communication Policy. A copy of that notice is included here to make sure all of our clients are informed.

Notice to ALL Patients/Clients from Dr. Schultz, Practice Owner:

I and all members of my private group practice are concerned about the privacy of your personal, familial, and health-related information. Because conventional email is inherently insecure, the confidentiality of such sensitive information cannot be assured. Therefore, we ask that you do NOT discuss such sensitive matters through email communications. It is possible that our email messages may be diverted or read by others not intended by you or us.

Further, HIPAA requires that emails sent as part of any discussion of health care be retained in your medical records. Thus, any/all content of such email exchanges technically are considered part of your medical records, and may be accessible by third parties (e.g., insurance companies), upon request. Our policy is that face-to-face or telephone communications should be used instead of email to discuss all sensitive matters.

Note: This includes the scheduling/confirmation of appointments. I and my staff understand that email is a convenience for this purpose, but please know that these communications are NOT confidential, per the above. Therefore, we always recommend a face-to-face or telephone communication, for your protection.

Thus, our office policy is to prohibit all e-mail communications, in the service of your privacy and confidentiality, and in accordance with HIPAA policies. **Please help our office protect the privacy of your information by refraining from all e-mail contact.** We understand that e-mail communication is convenient, and that not using it as a form of communication may be a challenging and frustrating adjustment. However, your well-being and best interests are our priority, so we must adhere to the HIPAA policies on your behalf. We apologize for any inconvenience or frustration, and thank you very much for your cooperation.

You always may call and leave a confidential voice message at our main number: 630-323-3050, or you may fax any written requests to: 630-323-3058. Please know that, in the meantime, our practice is exploring officially sanctioned methods of encrypting data that would adequately protect the content of electronic communications, and thus, allow us to revisit the convenience of e-mail communication. We will keep you advised regarding these efforts.

Summer Ideas:

Is a “Stay-cation” a possibility even if a Vacation is not?

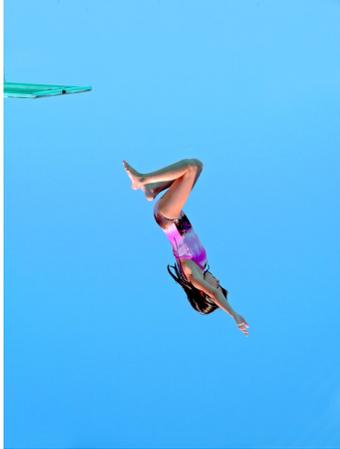
It's not always easy to get away when we need respite from our daily routine. Consider these free or inexpensive "stay-cation" recommendations from our team:

- Take the CTA or Metra into the city for a day at Millennium Park, or even a picnic at the beach. (http://www.cityofchicago.org/city/en/depts/dca/supp_info/millennium_park_-upcomingevents.html)
- Take a hike or bike ride at Waterfall Glen Forest Preserve in Lemont. (http://www.dupageforest.com/Conservation/Forest_Preserves/Waterfall_Glen.aspx)
- Visit a playground in a different neighborhood. Bring a picnic lunch. Stay for a “movies or music in the park” night. Many local park districts offer concerts and movies during the summer



~Reminder~ Our Fibromyalgia Syndrome Support Group meets the last Friday of each month –3:30-5:00 p.m. in our Hinsdale office. Please call the office to RSVP or for more information. There is no charge for this group, led by our own Dr. Matt Ross. **Meeting dates are June 27th, July 25th, August 22nd, and September 26th.**

JUMP into summer! Wishing all of our families some warm weather, sunny days and plenty of relaxation.



Tel: 630.323.3050
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E-mail:
stafftns@sbcglobal.net
BILLING QUESTIONS?
NetSource Billing
866-441-1591

Be sure to read the YELLOW insert "Amendment to Office Policy Statement Related to Billing and Insurance."

Dr. Theresa M. Schultz & Associates
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