



2094 Woodruff Rd. Greenville, SC 29607

Tony R. Goodbar, MD  
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Michael D. Smith, MA, LPC  
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Welcome to Piedmont Psychiatric Services. \_\_\_\_\_ has an appointment with  
\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_.

### **OFFICE HOURS**

- Most of our providers office hours are from 7:30 am-5:00 pm Mon-Thurs. Our office is closed on Fridays for in office appointments, but the phone lines are still open from 8am-Noon for appointments, refills, patient questions or concerns.

### **APPOINTMENTS**

- Appointments may be scheduled by calling our appointment line at 864-676-9211 ext.125 or email at [appointments@piedmontpsych.com](mailto:appointments@piedmontpsych.com) between the hours of 8 am-4 pm M-Thurs., and 8am-12 pm on Friday.

### **PATIENT CONCERNS/QUESTIONS**

- Patients of **Dr. Smith, Joey Friddle and Carrie Ballenger** contact their assistant **Niki** at [physicians@piedmontpsych.com](mailto:physicians@piedmontpsych.com) or phone 864-676-9211 ext. 140.
- Patients of **Dr. Goodbar** contact his assistant **Revonda** at [revonda@piedmontpsych.com](mailto:revonda@piedmontpsych.com) or phone 864-676-9211 ext. 138.
- For **Therapists** contact their assistant **Jennifer** at [jmeyer@piedmontpsych.com](mailto:jmeyer@piedmontpsych.com) or phone 864-676-9211 ext. 125.
- After hours calls/weekends are for **emergencies** only. In this case, calls are taken by the answering service and then forwarded to the physician on call. There is a \$30 charge for after hour calls.

### **MEDICATIONS/REFILLS**

- Medication refills can be obtained during office visits or by calling/emailing the medical assistants with your specific request and pharmacy number. No controlled medications are sent in after hours or weekends.

### **CORRESPONDENCES/FORMS**

- Requests for Medical Records dictated letters, and forms (i.e., disability, return to work statements, etc.) can be obtained for a variable charge. Contact **Terri** at [triddle@piedmontpsych.com](mailto:triddle@piedmontpsych.com) or phone 676-9211 ext. 126.

### **BILLING/INSURANCE**

- M-Fri. 9:00am-4:00 pm at 1-855-558-4649. We submit claims for up to 2 insurances. Any payments not made at the time of service, will incur a \$15 non-payment fee and no scheduled appointment.