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**IVY PAY:**

I utilize IVY PAY (<https://www.talktoivy.com/ivypay>), which is a credit card payment system designed specifically for Psychotherapists and their Clients.

While checks and cash are my preferred payment method, but this payment vehicle can be used for those times of forgotten check books, phone or video sessions, missed sessions, or sessions that are cancelled with less than the required 48 hours notice. *Additionally, if you choose, Ivy Pay can be used in place of or in addition to, your usual payment method at any time after being set up if you pay my full fee.*

IVY PAY works with your debit card, credit card, HSA or FSA account. It is HIPPA secure and it keeps our therapeutic relationship confidential.

Following this email notice, I will go ahead and send you an invitation text with a charge for either \$1 or your session full session fee depending. I ask that you use the link to set yourself up in the system at least 24 hours prior to our first or next upcoming appointment time. It is quick, easy and very secure.

Just to be clear, I will not keep your credit card on file, (it will be on file and securely maintained through IVY PAY), so that you can easily pay for any sessions attended, remote, or missed with out any hassle!

As always, payment is expected ***at the beginning of your session***. If you have forgotten your checkbook and have not brought cash, or we are having a phone or video session, or you have missed or cancelled without 48 hours cancellation notice, I will charge your credit card through IVY Pay. You will then receive a text from IVY Pay, notifying you of this charge. You can also let me know ahead of time or at the beginning of your session, that you would like to charge your session via IVY PAY and I can then easily take care of it on my end, (after it has been set up).

If you do decide to use IVY Pay to regularly pay for your sessions, I make the IVY Pay charges 24 hours prior to your appointment time.

I am happy to answer any questions via email or/and we can discuss this more in our next session. After signing this agreement, please watch for a text invitation and link to set up your Ivy Pay account.

*Signing this document means that you have received, read, and agree to the above policy:*

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Signature of Client

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Date