

Important Clerical Matters

About Our Sessions

Normally, sessions will be approximately 53 minutes in length depending on your insurance. Recognizing that your schedule may vary from week-to-week, I would like to find a regular day and time for our sessions. This will allow session times to be consistent and predictable and will ensure that we both treat our sessions with the importance they deserve. Beginning sessions on time will allow us to ensure that you get the most out of them. If I am late for a session, I will make myself available to see you for the full session. If you are late, our session will begin when you arrive and end at its regular time.

Cancellation Policy

If you must cancel a session, please attempt to give me at least a 24-hour notice. I realize that unexpected things can come up, but I would appreciate the effort to let me know as soon as possible if you are unable to attend a scheduled session. If you don't contact me to cancel and just don't show up for your session, I won't be able to fill that time slot, and I will lose an entire hour from my work schedule. While a medical doctor can see 35 patients in a day, a therapist generally sees a maximum of 6 or 7. Unlike medical doctors, I don't double book. That scheduled time slot is for you. In light of this, **if you neglect to cancel an appointment ahead of time and just don't show up, I will bill you for half of our scheduled session.**

Fees, Payments, and Billing

It is your responsibility to inform me - as soon as possible - of any changes in income or insurance coverage that take place. Lapses in insurance coverage could result in you being billed directly for the full amount of the session(s).

My current fees are:

Initial intake interview - \$125.00.

Individual therapy session - \$90.00.

(You are only liable for your copay/deductible portion. This depends on your insurance)

I accept payment by check, cash, credit and debit cards.

Any checks returned to my office are subject to an additional fee of up to \$25.00 to cover the bank fee that I incur. If a received invoice is not paid in full within 30 days, a late fee of \$20 will be charged. If it still remains unpaid after 60 days, I reserve the right to use an attorney or collection agency to secure payment.

About Health Insurance Coverage

Most health insurance plans will pay all but your co-pay/deductible for our sessions. Because coverage varies from company to company, I may not be able to tell you what your plan covers. Please read your plan's information or call your employer's benefits office to find out what you need to know. **Although I may check your coverage as a courtesy, you are responsible for knowing your insurance coverage, deductibles, payment rates, co-pays, and other relevant information.**

Please remember:

- I have no role in deciding what your insurance covers. Your insurance contract is between you, your insurance company, and/or your employer. It is not between the insurance company and the therapist.
- **Payments for insurance deductibles/co-payments are due at the time of service, unless another arrangement has been discussed and agreed upon by both of us.** If you have concerns about paying your bill on time, please discuss this with me so that we can reach a resolution.
- If there are any problems with my fees, billing, your insurance, or any other money-related issue, please bring them to my attention. I will do the same with you. Such issues must be worked out openly and immediately, otherwise they may interfere with our work as a team.

Termination of Therapy and Follow-Up

If you wish to stop therapy at any time, this is your decision to make. However, this should not be done casually. If possible, I ask that you agree to meet for a final session in order for us to review your goals, go over the work we have done, and discuss work that you or I feel needs to be done in the future.

There may also be reasons why I might be the one to suggest ending our therapeutic relationship and – if this happens – I will talk about this with you prior to ending therapy. If either one of us decides to prematurely terminate therapy, you remain responsible for paying for services you have already received. If necessary, I will also continue to communicate with your insurance company to follow-up with claims already made for services delivered.

My therapist and I have gone over the important clerical matters put forth in this document, and I freely agree to abide by these standards.

Client signature

Date