

Office Policies

Payment for Service: You are expected to pay for services at the time they are rendered unless other arrangements have been made. Please notify me if any problem arises regarding your ability to make timely payment.

Insurance Reimbursement: Patients who carry insurance will bill their own insurance. I will provide you with the appropriate billing information, which you will send for reimbursement. I do not bill insurance companies nor do I accept payment from them.

Cancellation: Since an appointment reserves time specifically for you, a minimum of 24-hours notice is required for rescheduling or cancellation of an appointment. The full fee will be charged for missed sessions without such notification. Most insurance companies do not reimburse for sessions missed.

Office Hours: My office hours are from 9:00 AM to 6:00 PM, Monday to Friday. If you need to contact me between sessions, please leave a message and I will return your call.

Telephone Time: After 10 minutes of telephone time, you will be charged at your regular fee.

Sessions Greater Than 50 Minutes: Sessions that go beyond the fifty minutes will be prorated to the nearest quarter hour, unless you have made prior arrangements with me.

Emergency Procedure: An emergency is an unexpected event that requires immediate attention and can be a threat to your health. If an emergency situation arises, please state this when you leave your message and I will return your call as soon as possible. After 5 minutes of telephone time, you will be charged on a prorated basis. If I have not called you back within 60 minutes and the emergency persists, and the emergency requires it, please call your physician or admit yourself to a hospital for observation.

I have read and understand these office policies

Client's Name Printed

Signature

Date

Parent's Name Printed
(If Client is a minor)

Signature

Date