

Office Policies

OFFICE VISITS: Individual sessions usually last 50 minutes. Couples, families, and some Synergy sessions may last 90 minutes. A break of at least 10 minutes occurs between sessions allowing the therapist to write notes, make telephone calls, and prepare for the next client.

FEES: My fee is \$120 per 50 minute session. Longer sessions are prorated. I will work with clients on a sliding scale. In the case of sliding fee, the fee will be determined in the first session. Telephone sessions are available, and are billed at the same rate per minute as office visits. (Routine telephone sessions under 10 minutes to arrange schedules, or to do a quick check-in, are without charge.)

PAYMENT: Clients are asked to pay for services at the beginning of a session unless other arrangements have been made. Please notify me if any problem arises regarding your ability to make payments

CANCELLATION: Scheduling of an appointment involves the reservation of time specifically for you. Except for an emergency, a minimum of 24 hours notice is required for rescheduling or cancellation of an appointment. The fee of \$60/hour will be charged for missed sessions without sufficient notification.

CONFIDENTIALITY: All information disclosed within sessions is confidential and may not be revealed to anyone without your written permission, except where disclosure is required by law (see Statement of Informed Consent).

I have read the above policies and understand them.

Client name (print)

Client signature

Date

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