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Office Guidelines

*Your doctor will go over each guideline carefully with you during your first meeting.
If you have any questions, please feel free to ask.*

Fees. The basic fee for therapy is \$125.00 per 45-50 minute session. The initial session is \$150.00. Fees for other services such as psychological testing, reports, talking with other professionals, extended telephone conversations are billed at an hourly rate.

Payments Due. Your payment or co-payment is expected at each session. You may pay with cash or check. Visa, MasterCard, Discover, and American Express cards can also be used for payment.

Any amounts left unpaid by your insurance such as deductibles or end-of-benefits will be your responsibility. It is also your responsibility to be familiar with your insurance's benefits and procedures; and any changes that may occur in them. If you have any questions about insurance billing, your balance or payments, please address them with your doctor.

Cancelled appointments. Please remember that without a *full 24 hours notice*, you will be responsible for full payment of your missed session. *A missed session cannot be billed to insurance.* To cancel an appointment, you may email or leave a message at minimum, 24 hours a day at 512-413-3025, voice or text. *Please do not leave any confidential or clinically related material in text or email. Your confidentiality cannot be protected in formats such as email or text. These forms of communication are used for scheduling messages only.*

Emergencies. In the event of an emergency, the most appropriate number to call is 911. Messages can be left for your doctor 24 hours a day at 512-413-3025. You may also access trained listeners who are available 24 hours a day.

24-Hour Help Hotline (only at nights)

512-472-4357

I have read and understand the information on this sheet.

Signature

Date