

Matthew LaCapria

Interactive Talk Therapy

Licensed Marriage and Family Therapist

CALIFORNIA LICENSE: #LMFT128247

<https://interactivetalktherapy.com>

250 El Camino Real, Suite 108 ♦ Tustin, CA 92780 ♦ (949) 412-3381

Office Policies

Payment of Services: Clients are expected to pay for services at the time they are rendered unless other arrangements have been made. Please notify Matthew if any problems arise during the course of therapy regarding your ability to make a timely payment.

Insurance Reimbursement: Professional services are rendered and charged to the client and not the insurance company. Matthew will provide you with a receipt which you can submit to your insurance company for reimbursement.

Cancellation: Since the scheduling of an appointment involves the reservation of time specifically for you, a minimum of 24 hours is requested for rescheduling or cancellation of an appointment.

Confidentiality: All information disclosed during sessions is confidential and may not be revealed to anyone without written permission except where disclosure is required by law.

Disclosure may be required in the following circumstances: Where there is reasonable suspicion of child or elder abuse; where there is reasonable suspicion the client presents a danger of violence to others, or the client is likely to harm him or herself unless protective measures are taken. Disclosure may also be required pursuant to a legal proceeding.

Emergency Procedure: If you need to contact Matthew between sessions, please leave a message on his voice mail at (949) 412-3381. If you have a life-threatening emergency, call 911.

I have read and understand office policies:

Client Name

Date

Signature

Parent/Guardian Name

Date

Signature

Witness Name

Date

Signature