

OFFICE POLICY OF Meggan J. Watson, LCSW

The office of Meggan J. Watson, LCSW welcomes you. I hope that each visit will meet your expectations regarding service and courtesy.

My practice has adopted the following possible additional fees:

1. A cancellation fee equal to that of missed appointment will be charged, if an appointment is not cancelled more than 24 hours in advance. This fee will be collected prior to your next appointment.
2. A charge of \$25.00 for returned checks, which must be paid prior to your next appointment.
3. Due to frequency and length of patient phone calls, please be aware that a charge, for the therapist's time of longer than 10 minutes will be incurred.
4. My practice charges \$25.00 for records/paperwork requested by the patient.
5. A credit card number, expiration date and billing address is required to hold your appointments although you may pay by cash, check or credit card at the time of your appointment.

I have read and understand the above information. I acknowledge and agree with all the above.

Patient/Guardian Name (printed)

Patient/Guardian Signature

Credit Card Number, Expiration and Billing Address