

Anger Management Class Enrollment Procedures

Thank you for your interest in attending our Anger Management classes. We believe you'll enjoy our classes as we take pride in our approach to teach positive coping skills that can improve your relationships and interpersonal interactions. Here are the Enrollment Procedures to get you started and info on the classes.

ENROLLMENT ORIENTATION APPOINTMENT: A one-time enrollment appointment for orientation is mandatory. This enrollment appointment is not a therapy appointment but an orientation and opportunity for us to meet and ask questions that will allow you to feel more comfortable about attending classes.

ENROLLMENT ORIENTATION COST: The cost is \$75 and takes 30-45 minutes. To proceed and pay Out-of-Pocket (non-insurance), please skip to the REQUEST PREPAY and CANCELLATION PROCEDURES. If you want to use your insurance, we require a copy of the front and back of your insurance card as well as your date-of-birth for coverage verification. Insurance can only be billed for the initial enrollment visit. Insurance will not reimburse for the classes as they consider classes to be "educational" and not therapy. If/when insurance pays, if it is paid to this provider, a portion can be applied as a credit toward your classes. Unfortunately, we cannot bill Medi-Cal, Kaiser, nor Cigna. We can bill Medicare as long as a secondary insurance is also provided/available.

REQUEST PREPAY and CANCELLATION PROCEDURES: To request prepayment for the enrollment appointment, email Andrea. Include your first and last names, your email address, and your mobile telephone number. Andrea will email you an invoice through Square. This enrollment pre-payment is refundable only if you provide a 24-hour cancellation notice, or request to reschedule your appointment 24-hours prior to appointment time. Your request to cancel or reschedule must be made by phone or text. Receipt of this notification must be confirmed by Andrea or our business Office Manager. If you cancel your appointment with less than the required 24-hour cancellation notice or offer no cancellation notice (considered a "no show"), your pre-payment covers the time Andrea has set aside to meet with you. To schedule another enrollment appointment, you must request a new prepayment invoice and make payment. A new enrollment appointment will then be scheduled.

RETURN FORMS: Complete and return the enrollment forms. We offer electronic enrollment documents. Please be aware that the completed documents are considered Confidential and managed in a HIPAA-compliant manner. Andrea is the only office personnel that reads them. Once your forms are returned, and invoice paid, my Office will reach out to schedule your enrollment appointment. Following enrollment, you may then attend classes as your schedule allows.

CLASS MEETING DETAILS: Classes are live and online. We use a HIPAA-compliant and confidential Zoom platform. Classes are offered two days per week. **Tuesdays 12p-1p** and **Wednesdays 4p-5p**

We do not meet on major holidays, the last two weeks of November, or the last two weeks of December. Attendees are encouraged to inquire as to any upcoming holidays if dealing with a time line deadline to complete classes. If you choose to attend two classes per week, please check with your referral source such as the Judge, your attorney, or Probation/Parole Officer to eliminate any surprises.

COST PER CLASS: The cost per class is \$30. Classes are based on a 10- chapter curriculum. Thus, the goal is to attend all 10 chapters, not simply attend 10 classes. If you need more than 10 classes, you will repeat some chapters. You may pay one class at a time, half the classes up front, or all classes up front. Please advise so we invoice accordingly. You may not return to class with an outstanding invoice. Receipts are provided, automatically, once your payment is made.

STUDY GUIDE: A Study Guide for each chapter will be emailed to you the morning of class. It is included in the cost of your class. You may view the Study Guide online or print it to read during class.

ONLINE PLATFORM: Classes are live and online. We use Zoom, a HIPAA-compliant, confidential software platform. You may join from a PC, Mac, iPad, Tablet, or any mobile device but you will need a fast Wi-Fi speed for your connection to be effective. You will be emailed an invitation link before class. Tue and Wed have separate links. Keep your invitation link and use it for each class. ***