**PATIENT POLICIES**

Please read the information below and feel free to ask any questions. You have the right to ask for as much information as you would like to make an intelligent decision about the services you desire. Hard copies of each of policy below are available at request, and/or can be reviewed at any time through your patient portal.

* APPOINTMENTS: Standard appointment time is 45 to 60 minutes for a psychotherapy session.
* FAILED APPOINTMENTS: The time that has been reserved for you is your time. Appointments not cancelled 24 hours in advance will be subject to a cancellation fee. You will be billed a fee of $100 for appointments missed. This policy applies to scheduled intakes and all first-time appointments. Lack of payment may result in the inability to reschedule a new appointment.
* BILLING: Clients are responsible for fee payment at the time services are rendered.
* TELEPHONE: Telephone contacts between sessions should be limited to critical issues or appointment scheduling. If possible, telephone contacts should be limited to normal business hours (Monday – Friday, 8:30a.m. – 5:00p.m.). Extended phone contact will result in a billed session.
* MISCELLANEOUS FEES: Returned checks will result in a service charge of $35.00. A fee will be assessed at the usual hourly rate for letters, reports, forms, etc. requested by client.

Print Patient Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Signature Name if other than Patient:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_