

## Practice Procedures

Thank you for choosing Cowick Mental Health Services, LLC! Before initiating services, here are some practice procedures to be aware of:

- 1) LATE CANCELLATION POLICY: Cowick Mental Health Services, LLC requires a 24-hour notice if you need to cancel / reschedule. Exceptions can be made due to illness, at the discretion of the therapist. **If you no call / no show, a no show fee of \$15 will be charged to your account.** If you are more than five minutes late to your session, I will call to check on your well-being. **If you will be more than 15 minutes late to session, a \$15 fee will be charged to your account,** and the session will need to be rescheduled.
- 2) All payment is due at the end of the provided service. Appointments will be cancelled 24 hours in advance if there is an outstanding balance.
- 3) Requirements for tele health: Please find a safe, confidential location to take your appointment, just as if we were physically in a therapy office together. **No appointments will be conducted while the client is driving or in public.**
- 4) I am a Licensed Clinical Social Worker (#256102) in the state of Kentucky. This means that, in accordance with Kentucky Licensure, you must be physically located in the state of Kentucky at the time of our appointment. If you are located out of state during our session, please reschedule for when you return to Kentucky
- 5) My self-pay fees are as follows:
  - a. Intake: \$75 / 50 minutes
  - b. Individual therapy session: \$75 / 50 minutes
  - c. Family therapy session: \$85 / 50 minutes
  - d. Family without client session: \$50 / 30 minutes
  - e. SIPS Assessment: \$90 / 60 minutes
  - f. CANS Assessment: \$90 / 60 minutes

I acknowledge and agree to the above

Client Name:

Client / parental guardian Signature:

Date: