

## OFFICE GUIDELINES

*Welcome! I am here to serve you and I hope that you will understand every aspect of the services I provide. These guidelines have been prepared to acquaint you with my office practices regarding scheduling appointments, billing, and other items.*

### Appointments

I will arrange appointments with you personally to accommodate your schedule as much as possible. Appointments are reserved exclusively for you. **24 hours notice is required when cancelling an appointment; otherwise you will be charged.** Regular appointments will be arranged, whenever possible, to guarantee you the same time each week. If you cancel an appointment for one week, you will need to reschedule for the following week.

### Fees

Fees for out of pocket psychotherapy services are determined by the amount of time allotted. Individual and couple's therapy are \$150.00 for a 50 minute session. A sliding fee scale is available for those who qualify. Please feel free to discuss your fee with me at any time during your treatment.

### Payment and Billing

Payment is expected at the time services are rendered.

### Phone Calls

I have a confidential voicemail system that I check throughout the daily. You can expect a call back within 24 hours. In the case of an emergency, please contact your psychiatrist or family physician, the emergency room of a local hospital, or the Crisis Line at 1-800-479-3339.

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SIGNATURE

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DATE