

## Payment, Cancellations, Insurance Policies

### Payment

- Fees and co-pays are due at the time of service or in advance.
- I incur a 2.5%–4% fee for credit card charges and thus prefer payment by cash or check.

### Statements

- I can provide a paper statement at each session or keep a running statement for several months or more. Please let me know your preference at the first session.
- Unless otherwise arranged, time spent on year-to-date or master statement compilation will be charged at my usual full rate. The minimum charge for such statements is 0.5 hours. Statements for 20 or more sessions will be charged 1.0 hour at my usual full rate.

### Cancellations

- I have a 24-hour cancellation policy. As described in my Practice Policies, I will evaluate each cancellation or missed appointment on a case-by-case basis.
- Generally, missed appointments or late cancellations will be charged the usual session fee.

### Insurance

- Co-pays are due at each session.
- I will directly bill your insurance for our sessions.
- Insured clients will be charged \$50.00 for missed appointments or late cancellations, as these are not covered by insurance.

### Rate Increases

- In order to keep up with rising rent and overhead fees, I raise my session rates annually by \$10. I will provide at least 45 days notice of pending rate changes.

*My name and signature below indicate my understanding of and agreement with the policies described above.*

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Fee Schedule

**Initial evaluation:** (1.5–2.0 hours) \$275.00

**Individual or family therapy sessions:** (50 minutes) \$185.00

**Group therapy:** (90 minutes)

- \$50.00 per session. I offer a 10% discount for clients who pay in advance for a 6-week group series.

**Court appearances:**

- I charge 1.5x my usual fee for court appearances, including travel time.
- The minimum charge per court appearance is 4 hours, plus travel time. Payment is due at the time of scheduling.
- I require at least 7 calendar days notice for cancelled court appearances.
- Fees for court appearances cancelled with less than 7 calendar days notice will not be refunded.

**Phone calls:**

- I do not charge for brief (15–20 minute) phone calls with involved professionals or family members. Calls over 20 minutes will be pro-rated and charged at my usual rate, with a minimum charge of 0.5 hours.

*My name and signature below indicate my understanding of and agreement with the policies described above.*

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_