

## WELCOME TO NEW CLIENTS

Entering therapy may be one of the most significant decisions you can make in determining your future. Therefore, your choice of therapists is one that I appreciate and will honor. In order that we may work together most productively, I have outlined general policies for your review. Feel free to discuss any questions or concerns that you may have about them.

**PRIVACY** Protection of your personal health information is a key concern. All hospitals, clinics, physicians, mental health providers, insurers and other health service providers are required to comply with national standards of the Health Insurance Portability and Accountability Act of 1996 (HIPPA). A separate **Notice of Privacy Practices (NPP)** explains the nature and limits of protecting your privacy. If you wish to use your insurance for treatment, you must sign the consent form agreeing to the NPP before treatment can be given. Except for circumstances detailed in the NPP, your information can only be shared when you give specific written authorization.

**FEES** My fee is \$200 for a 50 minute session, \$100 for an energetic balance up to ½ hour. Extended sessions will be pro-rated in 15 minute increments. Fees are expected at the time of your consultation. If you wish to file a claim with your insurance company, I will help you fill out the paperwork so that you can be reimbursed for my services. If finances present a difficulty, please discuss your circumstances with me so that arrangements can be made.

**SCHEDULING** Since it is rarely possible to fill an appointment cancelled on short notice, you will be charged for the session if you miss it or cancel it **without 24 hours notice**. This policy is designed to help us both: for me so that I don't lose income and for you in that a missed appointment can be a way of avoiding difficult places in therapy. If you must cancel a session due to an emergency, please discuss any extenuating circumstances with me.

**TELEPHONE** Therapy is best provided in a face-to-face office setting on a regular basis; however, in some circumstances, telephone sessions may be the option of choice. The same charges apply for telephone and in-office sessions. Between sessions, you may leave a message and your call will be returned as soon as possible. If prolonged phone conversations are necessary, a charge will be made in 15 minute increments. In the event of an emergency, you are advised to call 911, Switchboard of Miami at 305-358-HELP (4357) or Community Information at 211 in Broward for supportive listening or referrals.

Please sign to acknowledge that you have read and agree to these terms, and that you have been offered a copy of the Notice of Privacy Practices to review.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_