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## Policies and Procedures

### Fee

My fee for a therapy session is \$160. Each session is a 50-minute therapeutic hour.

### Payment

Payment is made at the time of our session. I am able to accept cash, check, or credit/debit card. *\*A \$5 service charge will be added to any credit/debit card payments.*

### Insurance

I DO NOT accept insurance. However, I can provide a receipt for your insurance company.

*\*Keep in mind that filing a claim is the client's responsibility.*

### Scheduling Appointments

I highly recommend that weekly standing appointments be booked on a monthly basis to maintain therapeutic consistency. If you have schedule restraints, I will work with you to schedule your next weekly appointment at the end of each session. It is the client's responsibility to schedule the next appointment.

*\*I'm available on the weekend for intensives, speaking engagements, or interventions.*

### Cancellations

If you are not able to keep your appointment, I require a 24-hour notice. If this is not possible, you will be charged the regular session fee. Sickness and emergencies are exempted at my discretion.

*\*I often have a waiting list for the week and if I have reserved a spot for you, I have likely turned other people away for that spot. Thus the necessity of my cancellation policy.*

### Confidentiality

All information shared within our session will be held in the strictest confidence. You do have the option to give written consent in order for me to share information with a third party. The exceptions to this policy are if I become aware that you are suicidal or homicidal, or if there is any instance of unreported child or elder abuse.

***These policies and procedures are effective October 2017.***