

Practice policies 9.2026

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Practice Policies

BILLING AND PAYMENTS

My standard rate is \$150.00 per 50-minute session. All fees are payable at the time of the session. I am in-network provider for different insurance companies - please check your benefits. If I am an out-of-network provider I am happy to provide you with receipts so you may file for reimbursement through a 3rd party insurer. Returned checks are subject to a \$25 charge.

APPOINTMENTS AND CANCELLATIONS

Please remember to cancel or reschedule at least 24 hours in advance. **Cancellations and re-scheduled sessions will be subject to a \$100 fee IF NOT RECEIVED AT LEAST 24 HOURS IN ADVANCE. If you no show for a scheduled appointment, this will automatically incur the \$100 fee.** This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time.

TELEPHONE ACCESSIBILITY

If you need to contact me between sessions, please leave a message on my voice mail. I am often not immediately available; however, I will attempt to return your call within 24 hours. Please note that face-to-face sessions are highly preferable to phone sessions. However, in the event that you are out of town, sick or need additional support, phone sessions are available. If a true emergency situation arises, please call 911, the 24-hour crisis hotline (512-472-HELP/4357), or go to a local emergency room.

SOCIAL MEDIA AND TELECOMMUNICATION

Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and your respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

MINORS

If you are a minor, your parents may be legally entitled to some information about your therapy. I will discuss with you and your parents what information is appropriate for them to receive and which issues are more appropriately kept confidential.

TERMINATION

Ending relationships can be difficult. Therefore, it is important to have a termination

process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. I may terminate treatment after appropriate discussion with you and a termination process if I determine that the psychotherapy is not being effectively used or if you are in default on payment. I will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, I will provide you with a list of qualified psychotherapists to treat you. You may also choose someone on your own or from another referral source.

Client Name_____ **Date of birth**_____

Client/Guardian Signature_____ Date_____

Guardian Name (if signing for a minor)_____