



Office Policy Statement (please review and sign)

SESSIONS

Sessions are typically scheduled for 50 minutes at a frequency that we determine together.

PAYMENT POLICY

I accept payment only on a fee-for-service basis. Clients are responsible for payment in full at the time of each session. I charge \$124 for the first session and \$100.00 each following session. My policy is for each person who receives counseling services to pay at the beginning of each session unless another arrangement has been made. A \$25 administrative fee will be charged on all checks that are returned for non-sufficient funds. I accept visa/mastercard, cash, and personal checks (made out to Touchbase, LLC). Outside the initial free phone discussion, consultations by phone are billed in 15-minute increments (with a \$25.00 minimum). After 15 minutes, all calls will be billed accordingly.

For clients that request an emergency counseling session on a counselor's regularly scheduled off day, the cost will be \$150 per 50 minute session. Any additional work by a counselor, such as providing summary notes to a third party, will be billed at a prorated rate based on current individual session rate (\$100.00 per 50 minutes or \$2.00 per minute).

INSURANCE

I am not contracted as an in-network, preferred provider with any insurer. However, many insurance plans reimburse for some portion of psychotherapy. Please direct questions about reimbursement amounts and timeliness to your insurance company. I will provide you with a receipt for the counseling service at your appointment that may be used to submit for reimbursements if you choose. Please note that I do not complete any insurance paperwork.

CANCELLATIONS

I understand that it may, at times, be necessary to cancel an appointment. To help me be most efficient and responsible in the use of our time, I require that any changes or cancellations be made at least 24 hours in advance. Any changed, cancelled, or missed appointment with less than 24-hour notice will be charged \$100.00.

NON-PAYMENT

If for any reason your account is more than 30 days overdue and suitable arrangements have not been agreed to, Touchbase Counseling Services has the option of using legal means to secure payment, including collection agencies or small claims court. (If such legal action is necessary, the costs of bringing that proceeding will be included in the claim.) [Please contact me to make arrangements if needed!]

COURT APPEARANCES

At this time, court appearances and professional opinion in legal proceedings are outside the scope of available services by Touchbase Counseling Services.

EMAIL AND SOCIAL NETWORKING

Email should *only* be used for brief, general questions. Touchbase Counseling Services cannot be held responsible for any information lost in transit or viewed by a third party when sent via email. Touchbase Counseling Services does not maintain non-professional communications with clients via online social networking sites such as Facebook, LinkedIn, Twitter, or Pinterest).

Printed Name

Signature

Date