Sarah Horvath, LCSW

800 Hwy 290 West

Building C, Suite 300

Dripping Springs, Texas 78620

(512) 625-4101

**Office policies and Services Agreement**

Please sign thebottom to acknowledge you have read and understand this agreement.

**You’re Time**

Psychological Therapy is a mental health treatment and is a covered expense by medical insurance. The appointment is approved as an excused absence from school and work. Psychological Therapy is regarded as a medical appointment. An excuse from work or school can be provided at your request. Therapy sessions are designed specifically for you. The more prepared you are for your session, the more value you will receive. If you have questions, thoughts or information that you want to cover in your session, write it out ahead of time, bring it with you. Come to the session with an open mind, ready to solve problems, and explore different possibilities. This time is about you and how we can make your life and relationships healthier and more enriching.

**Therapy Rates**

Basic rate for therapy is 100.00 (60 min) Evaluations are 150.00 (90 min)

Specialized treatment, crises intervention, complications and additional time are billed separately. Reports - 100.00 per hour. Consultations - 100.00 per hour. Returned checks – 40.00

**Court appearance** If there is a request or subpoena to court, I have to clear my schedule in advance of the court date. Specific policies are implemented to minimize the impact on clients and the function of my office.

Court fees – 200.00 per hour - door to door time.

Retainer fee - 1000.00 required 5 days prior to court date.

Minimum charge 400.00 Charges will begin on the court date and end when released by the court or attorney and door to door time has been completed, regardless if testimony or appearance was made or not. Each hour is billed as a complete hour at the minute that hour begins, there are no increments of hours billed. Court appearance of any kind cancelled without a minimum of a full 48 hour Monday – Friday 8:00 – 5:00 notice will be billed 400.00. Cancelations after 5:00 PM on Friday will be considered a cancelation given on the following Monday 8:00 AM. Check, cash or a valid credit card on file is accepted for retainer and/or payment of fees.

**Insurance – There are many on-going changes in this area, please read:**

It is your responsibility to know and monitor your insurance benefits and limitations. You are responsible for any changes in your insurance benefits and limitations. All deductibles, co-pays, co-insurance and portions not covered by your insurance are your responsibility. My office is not liable for incorrect information regarding your insurance benefits or limitations. My office files insurance claims electronically and will make limited efforts to obtain benefit information and authorizations if needed, however, it does not guarantee payment by your insurance company. **I strongly recommend** that you pay close attention to your insurance benefits and limitations. All charges not covered will be balance billed and due upon receipt. I appreciate prompt payments as it allows me to run a more efficient business.

I accept in and out of network insurance.

**Missed/cancelled appointments**

If you must cancel an appointment, please give a minimum 24 hour prior notice to the office @ 512-625-4101 or Sarah Horvath, LCSW @ 512-784-2524. You will be charged for missed or cancelled appointments without 24 hour notice unless due to an emergency or reasonable cause.

**Psychiatric Emergencies**

For life threatening emergencies, or eminent danger call 911.

For medication related emergencies, call your doctor.

24 hour help line – 512-472-4357 Shoal Creek Psychiatric Hospital – 512-324-2000

Sarah Horvath, LCSW 512-784-2524

Please sign that you understand and agree to these office policies:

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