**Sarah Horvath, LCSW**

800 Hwy 290 West Building A, Suite 300

Dripping Springs, Texas 78620

Office policies and agreement: Please sign below to acknowledge you have read and understand this agreement.

# You’re Time

Psychological Therapy is a mental health treatment and is typically covered by medical insurance. An excused absence 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.

# Missed/cancelled appointments fees

My office requires a minimum 24-hour prior notice to Sarah Horvath, LCSW @ 512-784-2524. You will be charged for missed or cancelled appointments without 24 -hour notice unless due to an emergency. Giving as much notice as possible about a change in the schedule is greatly appreciated as this allows me to provide services to someone else in need and maintain a more efficient business.

\*\*\*\*\*If you have requested or agree to a regularly scheduled appointment on a specific day and time, whether weekly, bi-weekly or monthly, I will hold these appointment times exclusively just for you. If you frequently

 cancel your regular appointment without payment, regardless of reason, you may be asked to move to a week to week schedule and give up the regular day and time slot. The 9:00 AM and after school appointments are in high demand; frequent changes and cancelations without payments, for these specific times will result in being moved to a week to week schedule. \*\*\*\*\* The week to week scheduling is an excellent fit for those with an inconsistent or particularly busy schedule; my goal is to provide you with a schedule that maximizes the best service possible.

# Therapy Rates

Basic rate for therapy is 150.00 Initial Evaluations are 200.00

Specialized treatment, crises intervention, complications and additional time are billed separately.

Reports – Variable rates. Consultations - 150.00 per hour. Returned checks – 50.00

Off site appointment fees are 150.00 with additional travel fees if outside the Dripping Springs area.

**Court appearance** -With subpoena or request to appear or testify for a court hearing, trial or related duty, I 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 – 300.00 per hour - door to door time.

Retainer fee - 1500.00 required 5 days prior to court date or 600.00 and a credit card on file. Minimum charge 600.00 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 hours Monday – Friday 8:00 – 5:00 notice will be billed 600.00. Cancelations after 5:00 PM on Friday will be considered a cancelation given on the following Monday 8:00 AM. Check, money order 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. All deductibles, copays, 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 check your insurance benefits and limitations. All charges not covered will be balance billed and due upon receipt. Thank-you for prompt payments as it allows me to run a more efficient business. I accept and file in and out of network insurance.

# 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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