**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

**Your Time**
Psychological Therapy is a mental health treatment and is 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.

**Therapy Rates**
50-minute therapy sessions are 150.00

Initial Evaluations are 200.00

A Reduced rate is available for those with financial needs and no insurance benefits.

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 may include additional travel fees if outside the Dripping Springs area.

**Insurance** **In-Network insurance - TriCare and Medicare. All other insurance is Out of Network.**
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. I accept and file in and out of network insurance.

**Missed/Canceled Appointment Fees**
My office requires a  minimum of 24-hour prior notice given to Sarah Horvath, LCSW @ 512-784-2524. Missed or canceled appointments without 24 -hour notice unless due to an emergency will incur a charge.

Giving as much notice as possible is appreciated as this allows me to provide services to someone else in need and maintain an efficient business.

**Regular Schedules**

If you have requested or agreed to a regularly scheduled appointment on a specific day and time, whether weekly, bi-weekly, or monthly, I will hold these appointment times exclusively for you. If you frequently cancel your regular appointment without payment, regardless of reason, you may be changed to a week-to-week schedule.

The week-to-week schedule is an excellent fit for those with an inconsistent or particularly busy schedule.

**Court Appearance**

With subpoena to testify for a court hearing, trial, or related duty, I clear my schedule in advance of the court date. Specific policies 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 the 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, regardless of testimony or appearance.

**Court Cancelations**: My office requires a  minimum of 48-hour prior notice to Sarah Horvath, LCSW @ 512-784-2524 , given between the hours of 8:00 AM – 5:00 PM Monday – Friday. 600.00 will be charged for late court cancelations.

Each hour for court will be charged as a full hour the minute the hour starts.

Forms of payment accepted: Check, money order, or credit card.

# 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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