



Office Policies For Self-Pay Clients

Fees

My standard professional charge is \$165 per hour. I will discount that fee for clients who pay in full at each time of service to \$100 per hour. I bill for my time. So, if we schedule a half hour session, the fee would be \$50. For an hour and a half session, the fee would be \$150.

Telephone conversations, clinical notes, report writing and reading, consultation with other professionals, reading records, longer sessions, travel time, etc. pertaining the work with and for you will be charged at the same rate, unless indicated and agreed upon otherwise. Whether the service is delivered in person, via video, telephonically, or by other electronic means, my fees are the same.

I will provide a receipt at your request which you can submit to your insurance company if your plan provides out of network benefits. With your permission, I will complete any paperwork your insurance company may require in order to make a payment determination. If you instruct me to fill out these forms or provide other information to your insurance carrier, please recognize that I have no control or knowledge over what your insurance company will do with the information submitted or who has access to this information.

Appointment Cancellation

You must provide me with 24 hour notice of cancellation of an appointment in order to avoid a fee for a missed appointment. If notice is given with less than 24 notice, but more than three hours before the scheduled time of our meeting, the charge will be 50% of my usual fee. If notice is given with less than three hours notice, the charge will be 75%. With no notice, the charge will be 100%. If late cancellation is the result of a true medical emergency, there will be no fee.

Litigation Limitation

Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, it is agreed that should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you (client) nor your attorney, nor anyone else acting on your behalf will call on me to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested unless otherwise agreed upon.

Consultation

As part of my professional development, I consult regularly with other professionals regarding my clients; however, client's identity remains completely anonymous, and confidentiality is fully maintained.

Telephone & Emergency Procedures

If you need to contact me between sessions, please leave a message at (541) 740-5373 via voice or text and your call or text will be returned as soon as possible. I check my messages a few times during the daytime only, unless I am out of town. If an urgent situation arises, indicate it clearly in your message. If you are experiencing a mental health emergency and I am not immediately available, call 911. Please do not use e-mails for emergencies. I do not always check my e-mail as often as texts or voicemail messages and they are not a confidential means of communication.

Mediation, Arbitration, and Debt Collection

All disputes arising out of or in relation to this agreement to provide psychotherapy services shall first be referred to mediation, before, and as a pre-condition of, the initiation of arbitration. The mediator shall be a neutral third party chosen by agreement of myself and my client(s). The cost of such mediation, if any, shall be split equally, unless otherwise agreed upon. In the event that mediation is unsuccessful, any unresolved controversy related to this agreement shall be submitted to and settled by binding arbitration in Benton County, OR in accordance with the rules of the American Arbitration Association which are in effect at the time the demand for arbitration is filed.

Notwithstanding the foregoing, in the event that your account is overdue (unpaid) and there is no agreement on a payment plan, I can use legal means (court, collection agency, etc.) to obtain payment. The prevailing party in arbitration or collection proceeding shall be entitled to recover a reasonable sum for attorneys' fees. In the case of arbitration, the arbitrator will determine that sum.

I understand and agree to the office policies listed above.

Client _____

Date _____

Printed Name

