



SPECTRUM | Solving Puzzles One
PSYCHOLOGICAL SERVICES | Child at a Time.

Office Policies and Procedures

The following is information regarding office policies that may affect you. I hope this information will answer any questions you may have, but if you have special concerns, please do not hesitate to discuss them with me at the first session. Please read this carefully and sign at the bottom. I will give you a copy to take with you.

- The fee for service is \$150 per hour for both therapy and testing, and the **fee is payable at the time of each session.**
- While every child's testing experience is different based on their individual needs, if your child is being evaluated, there will be a **minimum of 3 sessions.** The first session will always consist of an intake, followed by any number of testing sessions with your child based on their individual needs as determined in the intake, followed by the feedback session in which we will go over the report and recommendations. At the feedback session, when you get the report, there will be an **additional 5 hour charge (\$750)** for the scoring, interpretation, and report writing, although this process takes much longer than the five hours being charged.
- There is a **24-hour cancellation policy**, which requires cancelling the appointment 24 hours in advance to avoid being charged. Leaving a message by voicemail on nights and weekends is acceptable. The **full fee for services** will be charged if appropriate cancellation is not made.
- **Payment is expected at the time of each session.** Cash, checks, Visa, Master Card, American Express, and Discover are accepted. You will be given a receipt, which you can submit to your insurance company for reimbursement. Any other arrangements for payment at the time of service must be discussed with Dr. Golsen. I understand that there will be a **\$35.00 service charge** on returned checks. In the event that I am unable to pay for services, I also understand that a collections agency could be used for severe delinquency. No matter what your insurance coverage, **you remain responsible for the fees for service should insurance not pay.**
- Although I am not on any insurance panels, which is a choice I made about the quality of my practice, many of them still ask me to fill out pages of paperwork so you can be reimbursed. Nevertheless, I understand your desire to get reimbursed, and I understand that you may be reimbursed significant amounts of money. However, the paperwork is time consuming, and takes away from my time with other clients. Therefore, if I am asked to **fill out paperwork from your insurance** or call and talk to a reviewer, **my fee is \$75** to do this. I will let you know in advance if this will be required.
- Finally, if I am asked to go to court **for any reason**, there is a separate charge for court related proceedings. My charge for anything court related, **including if I am subpoenaed is \$450 an hour**, including **travel time**, and **time spent sitting at court**, while the proceedings are going on, even if I am not directly involved but required to be on site.

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES:

Signature of client

Date