Sarah Horvath, LCSW

800 Hwy 290 West

Building A, 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 may be covered by medical insurance. The appointment is approved as an excused absence from school. 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.

**Therapy Rates**

Individual Therapy - 110.00 (45 -55 min), Evaluations - 160.00 (90 min)

Family Therapy -110.00-165.00 (55- 85 min)

Specialized treatment, reports, crises intervention, complications and additional time are billed separately. Consultations - 110.00 per hour. Returned checks – 50.00

Exclusive on-site appointment 260.00, (1.5 hours), private pay only with credit card on file.

**Court appearance** Specific policies are implemented for any and all court related services.

Court fees – 300.00 per hour - door to door time.

Retainer fee - 1200.00 required 5 days prior to court date.

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 24 hours Monday – Friday 8:00 – 5:00 notice will be billed 300.00. Cancelations after 5:00 PM on Friday will be considered a cancelation given on the following Monday at 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 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 make very limited efforts to obtain benefit information and authorizations.

**I strongly recommend** that you call your insurance about benefits and limitations.

I accept in and out of network insurance for office appointments.

**Missed/cancelled appointments**

Please give a minimum 24 hour notice to Sarah Horvath, LCSW @ 512-784-2524. You will be charged 55.00 for missed or cancelled appointments without 24 hour notice unless there is an urgent reason.

**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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name and Date