



Office Policies/Procedures/Rates

Payment:

Our policy remains “**Payment Due When Services Rendered**”. We accept personal checks with a valid driver’s license or cash. Should we have a returned check, there will be a \$30.00 service charge.

Appointments:

We do our best to schedule your appointment at a time that is convenient for you. If you are unable to keep your appointment, please call our office at 760.889.9319 and allow a 24-hour notice; otherwise we will bill for the time scheduled. (This policy is enforced.)

If you have a Monday appointment, please try to cancel before 3:00 pm on the previous Thursday. Much time and effort is put into scheduling and confirming your appointments and since that time is reserved for you, we have to tell other clients that we are booked. Last minute cancellations and no shows make it impossible for us to utilize that time for other clients who also need to be seen.

Current Rates (effective August 1, 2011):

- Initial Consultation (75-90 minutes): \$175.00
- Extended Follow-up (50 minutes): \$125.00
- Follow-up session (30 min) \$ 75.00

Charges for additional administrative services are as follows:

- Letters to attorney’s / Summary reports to institutions / Annual Receipts: \$20.00
- Requested phone call to other providers and/or friends/family members: \$15.00
- Faxed information to insurance carriers or any other request (cost per page): \$1.00
- Copy of records: \$20.00

Insurance Receipts:

Please note that we are not computerized. If you would like to file with your insurance or are going to need super bill type receipts for tax purposes, please let us know in advance. Super bill receipts are provided on a monthly basis.

Client Name (printed):

Client Signature:

Date:

These policies are enforced to support your commitment to the therapeutic process and my ability to continue providing the highest quality service to each client.

Thank you,

Maira Holzmann, LCSW