

KAREN RIPPY PH.D., MFT

POLICIES AND FINANCIAL AGREEMENT-2010

Welcome! This is an opportunity to acquaint you with information relevant to treatment, confidentiality and office policies. I am happy to answer any questions you have regarding these policies and treatment

Contact Information: I typically answer my phone when possible. Otherwise I will return the call as soon as possible. I am able to receive email, texts and voicemail with caller ID on my cell phone. If there is an emergency please press #2 after you leave a message. Call 911 if there is a medical emergency.

Fees and Payment: Payment is due at the time services are rendered and may be paid by check, cash, credit card or debit card. You will be given a receipt that is accepted by most PPO insurance programs for reimbursement directly to you. I will keep a credit or debit card on file. My on-line billing system is regularly checked and passed for online-security. Typical sessions are 55-minutes.

- *Initial Visit: \$195*
- *Individual sessions= \$150*
- *Couple or Family=\$175*
- *Phone Consultations: \$50/20 minute segment*
- *Group Therapy: \$50*

Feel free to request additional time. You will be charged \$50 for each 20-minute segment.

Fees and Appointments: Each therapy session is about an hour. The last few minutes are generally reserved to review the session and schedule any further appointments. You may find it helpful to book a specific time for 6 weeks. At that time we can review the frequency of your visit.

Cancellation Fee: There is a \$100 *late cancellation policy*. Sessions cancelled before 10pm the night before will not be charged. There is a full charge for failure to show up to scheduled appointment. If I fail to show or have cancelled on the day of our appointment I will deduct 25% from your next appointment fee.

Text Option: I accept short informational texts on my iphone. Assume I did not received the text if I do not respond back. Please do not use text alone to cancel or reschedule an appointment.

Phone Consultation: Therapy by telephone is an excellent way to work through difficulties when you are unable to come into my office for a face-to-face contact. It is also an excellent means to continue the therapy conversation after you have completed in-office therapy. I am available for phone or internet consultation at your request.

PLEASE ACKNOWLEDGE YOU HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS BELOW. THANK YOU.

Signature(s) _____ Date: _____