

OFFICE POLICIES

APPOINTMENTS

Appointments are usually for 50 or 60 minutes, though you may schedule longer sessions if you wish. **If you are unable to keep an appointment for any reason, leave a message with my office at 206-547-1704 at least 24 hours in advance**, canceling the session, **otherwise you will be charged for the time which was reserved for you.** Sessions, and session charges, will begin promptly at our agreed-upon appointment time.

CONFIDENTIALITY

Your identity as a client of a psychologist, and any communication between you and me as part of that relationship, is strictly confidential, protected by state law. Such information may be released only with written consent by you or your legal guardian, with the following exceptions: 1) if your behavior or threats endanger your life or someone else's and we cannot make an agreement which protects that person's safety; 2) if I have reason to believe that a child or an elderly or disabled person is subject to abuse or neglect; and 3) if I receive a judge's subpoena. I will also release sufficient information to collect unpaid bills.

As further protection of your privacy, I comply with the guidelines of the Health Information Portability and Accountability Act (HIPAA). For further information on HIPAA, please ask me.

FEES AND PAYMENT

The fee is \$175 for a 50-minute session, or \$210 for 60 minutes. Longer sessions are prorated, as are phone calls, letters, reports, consultations, and other professional time spent on your behalf. Thus an 80-minute session costs \$280, and 100-minutes costs \$350.

Accounts not paid in full within 30 days may be assessed a monthly service charge of \$25 or 1% of the balance, whichever is greater. Past due accounts may require advance payment for future sessions, and may be sent for collection and assessed collection costs and attorneys' fees. There is a \$35 fee for each check returned unpaid.

INSURANCE

If you want to use insurance to help pay for my services, you should contact your insurance plan in advance, to determine its "out of network" coverage for my services. I will give you itemized statements for you to submit to your insurance company for its reimbursement to you. **I do not bill or receive money from any insurance company. You are responsible for handling all billing and payment-collection issues with your insurance plan.**

Since Medicare requires direct billing from its services providers, I have "opted out" of the Medicare system, thus Medicare will not pay for any of my services.

It is your responsibility to pay promptly for all services you receive, whether or not your insurance plan reimburses you. Your insurance plan may not reimburse for missed appointments, or for telephone or audiovisual remote sessions, so I suggest that you check with your plan in advance so that you know what it will and will not reimburse.

If you submit my statements to your insurance company for reimbursement, it has the right to review my confidential records about you, and to question me about them and our work, in order to ascertain that its money is being spent according to its guidelines. It may also use agents, such as auditors and copying companies, to examine and copy these records. (You authorized these releases of information when you signed up for the insurance.) I cannot be responsible for the privacy of any such information once it leaves my office.

MESSAGES

To help protect the privacy of our communications, my preferred mode of communication outside of our sessions is voicemail, I check messages often, and I will usually be able to return your call within 1-2 business days. If you are having an emergency, you may call the Crisis Clinic's 24-hour hotline at any time, at 206-461-3222, or toll-free at 866-4CRISIS (866-427-4747).

You are responsible for informing me promptly of any change in your address or phone number(s), so that I can reach you as needed.

If you have any questions or concerns about any of these office policies, or about any aspect of our work, please let me know and I will be glad to discuss them with you.