

Administrative Policies

General information

-My regular non-forensic (not involving legal issues) rate is subject to change. If you are using insurance, then you are receiving a substantially discounted rate. If you wish to continue coming even when your benefits can no longer address your needs, then the rate would default to my regular out of pocket rate.

-Insurance does not pay for no-shows or late cancellations, and the hour you miss has been reserved for you only, unlike at a physician's office where many people are seen at once. Thus, except in the case of emergency or illness, if you do not give **48 hours notice**, then you will be charged my full out of pocket fee, as insurance does not reimburse me for missed appointments.

-An appointment is a commitment to our work. Please be on time. If I am ever unable to start on time, I ask for your understanding. Commonly I have crisis situations I must handle on the spot. I assure you will receive the full time agreed to. If you are late, you will end up having less of my time as each patient has a specifically scheduled 45-50 minutes session.

-You may want me to use my professional knowledge to help you with things that do not fit into the 45-50 minute clinical hour. While with physicians you may be used to having all services covered by insurance, insurance companies do not pay for certain kinds of vital activities. These rates are subject to changes. Example of services you will need to pay out-of-pocket for:

Activity	Time
Telephone consultation	Variable
Extended therapy session	10 minutes
Review of records	60 minutes
Corresponding with teacher	30 minutes
Base charge - Assessment	10 hours
School Meeting, Hospital visit	Variable
Scoring/interpreting a measure	15 minutes

Communication

-I cannot promise I will be available at all times. I do not take calls when I am in session or conducting an assessment. Usually, I can return calls during the work week.

-If you have a life-threatening emergency, you should call 911 immediately. If you have a behavioral or emotional crisis and cannot reach me soon enough to have your needs met, via my after hours service (520-296-8572), you or your family members should call the crisis counseling services at SAMHC (622-6000), or go to the nearest hospital's emergency room.

-There may be periods of time (e.g. vacations, illness, family emergencies) when I am out of town or not available to return phone calls. In these instances, other qualified professionals will provide coverage for him and will return your call.

-I use email only to receive information, never to give clinical advice or offer my thoughts on issues. Please be aware I may not respond to an email you sent, because I see so many every day. Please do not ask me questions via email unless I invite this form of internet interaction. We can discuss emails during sessions.

I have read, understood, and agreed to the section entitled “Administrative Practices”

Patient Name: _____ Parent/Guardian (if minor): _____

Signature of Patient or
Parent/Guardian: _____ Date: _____