January 2, 1019

PAT HARVEY, LCSW-C

*INFORMATION FOR NEW CLIENTS*

**Fees**

* The fee for the first session is $250
* The fee for a 50 minute session is $225.
* The fee for a 30 minute session or phone call, scheduled or unscheduled, is $150.
* The fee for any coaching, by e-mail, text or phone, beyond 10 minutes (cumulatively) is prorated as follows:
  + 15 minutes - $50
  + 30 minutes - $150
  + 40 minutes - $200
* There will be a fee of $200 for more than 3 e-mails, texts or phone calls over a month that require more than 10 minutes (each) to read and respond to in a month’s time.

**Missed or Cancelled Appointments**

* There is a 24 hour notification required to cancel any daytime appointment (8AM-4:30PM)
* Due to the demand for evening appointments, 48 hour notification is required to cancel any appointment after 4:30.
* **You are responsible for the full fee for the session if your appointment is not cancelled with the proper notification (except in cases of emergencies).**

**Bank Charges**

* You are responsible for any fees incurred due to bounced or returned checks.

**Coaching**

*Coaching is a way to reinforce skills and strategies that are discussed in individualized coaching sessions and to provide support to clients during times of crisis and stress. The following expectations apply to all coaching (including by phone, text or e-mail)*

* Clients must be meeting regularly in individualized sessions (at least once a month)
* Clients must have been seen in an individualized session within the past month
* Clients must have another scheduled appointment upcoming within the next 4 weeks.

*Please note that e-mail and texts are not considered confidential and you use them, if you choose, with the knowledge that they are not confidential.*

*HIPAA information is available in the office and on the website.*