

## **POLICY CONSIDERATIONS**

**Consistency:** Consistency of sessions is a major part of your success in therapy. The time is reserved for you and you are expected to be here for your scheduled slot.

**Missed Sessions:** There may be a time that you need to miss a session. If this is the case, you are expected to reschedule that time within a four week period with a least 24 hour notice.

A full session fee is charged for missed appointments with less than 24 hour notice and for sessions that are cancelled and not rescheduled.

You are not expected to be here for national holidays or official snow days when the public schools are closed. Of course if the office is open you may choose to attend your session.

You are not responsible to pay your session fees for vacation days and personal emergencies unless there are more than four vacation days (four weeks if you come weekly) and two personal emergency days per year.

**Frequency:** Sessions are scheduled at a minimum of once a week for therapy to be effective.

**Phone calls:** You are welcome to call for any questions or concerns. Time spent more than five minutes will be prorated according to your session fee.

**Insurance:** Most Insurance is accepted out of network. I will give you a statement that you can send in to your insurance company for reimbursement. I do not accept out-of-network third party payments.

**Payment:** Payment is accepted as cash or checks. Payment is accepted at the beginning or end of each session or at the beginning of each month.

**Termination:** When you feel that it's time for you to end therapy, it is most beneficial to discuss this with your therapist in order to gain a deep understanding of your feelings and needs. If you feel that it is time to terminate after exploring this, then a termination schedule will be decided upon with you for a minimum of three sessions. This time is needed in order to integrate and conclude your treatment so that you will be leaving with a greater understanding of yourself, your progress and your needs for further growth.

This policy is open for discussion. Thank you for your consideration regarding these important matters.

Sincerely,

Bonnie

Bonnie Hirschhorn LCSW, LCAT, LP, NCPsyA, ATR-BC, MPS

