



POSITIVE FRAME OF MIND
COUNSELING PLLC

Time Limits, Unscheduled Calls, Cancellation, & Court Policies

Time Parameters:

Individual appointments are scheduled for 45-50 minute segments. Being late for an appointment by 20 minutes or more may require that you reschedule. Some appointments may be 60 minutes—as required.

Calls made to the counselor outside of sessions lasting longer than 20 minutes in length will be charged according to fee schedule.

Please initial here to acknowledge understanding .

Cancellation Fee/No Show policy:

A \$55 fee will be charged due to our cancellation policy, if a client has not cancelled an appointment without notifying the counselor at least **24 hours in advance from appointment date**. Your reserved appointment is held exclusively for you and disallows the counselor from utilizing time with other clients when missed.

Please initial here to acknowledge understanding .

If/when a client misses two sessions consecutively without a reasonable explanation, the counselor will consider client for termination of services. These missed sessions exclude act of God explanations.

Please initial here to acknowledge understanding .

Court Process & Fees:

Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure regarding the many matters which may be of a confidential nature, it is agreed that should there be legal proceedings (such as, but not limited to, divorce disputes, injuries, lawsuits, etc...), neither you (client's) nor your attorney's, nor anyone else acting on your behalf will call on me to testify in court or at any



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other proceeding, nor will a disclosure of the psychotherapy records be requested unless otherwise agreed upon.

If I am ordered to the court, an initial fee of **\$500.00** will be charge due to my time to prepare documents, travel expenses, and lodging. (**\$100 paid in advance**).

Then subsequent fees will be disclosed & charged for time spent in court proceedings.

Fees and Payment will be collected at the time of service; cash, check, Visa, MC, AMEX or Discover are acceptable forms of payment. Telephone conversations, site visits, report writing and reading, consultation with other professionals, release of information, reading records, longer sessions, travel time, etc... will be charged at the standard rate in the payment contract for services, unless indicated and agreed upon otherwise. Clients who carry insurance will be billed accordingly. You must be aware that not all issues/problems dealt with in counseling are reimbursed by insurance companies.

Signature: _____

Date: _____