



E: renewedminds365@gmail.com

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P: 682-777-3130

PRACTICE POLICIES

APPOINTMENTS AND CANCELLATIONS

Please remember to cancel or reschedule 24 hours in advance. You will be responsible for 100% of the session fee if cancellation is less than 24 hours. An exception will be made for emergencies only. Please enter the credit card information so we can keep it on file to charge for any missed or late cancellations.

If you regularly cancel with short notice or no-show without explanation, the therapist may cancel all future appointments and provide you with referrals to other mental health providers.

Payment is due at the time of service. The fee for each session must be paid prior to each session. Debit/credit cards (VISA, MasterCard, American Express, and Discover) are acceptable forms of payment.

The standard meeting time for psychotherapy is **50 minutes**. Requests to change the 50-minute session need to be discussed with the therapist for the time to be scheduled in advance.

A \$30.00 service charge will be charged for any checks returned for any reason for special handling. After a returned check, the office of Healthier You Counseling Services may require cash payment for future appointments.

PAYMENT FOR SERVICES

INDIVIDUALS – TEENS AND ADULTS: For Individual counseling, the pay rate is \$110.00 per 50-minute session.

FAMILY AND CONJOINT SESSIONS: Payment for Services: All Conjoint/Family sessions will be \$200.00 per session. Conjoint/Family sessions are for 3 to 4 persons at a time. (More than 4 persons in one session will require more time and increase by \$20 for each additional participant).

An individual, spouse, partner, or family member will be required to add a credit card to their client portal for billing and invoicing.

I understand that all fees for counseling are due at the time of each session.

****If you dispute a charge, you are responsible for the \$15 investigation fee and any other additional charges that are incurred by Healthier You Counseling Services PLLC., or Square Services. Please be aware disputing a valid charge for services already rendered,**

will terminate our counseling services immediately and payment will continue to be collected despite termination of services. Healthier You Counseling Services PLLC will consult with Tarrant County Attorney's office to collect all charges owed. You are also agreeing that your signed Payment Agreement Consent form, invoice(s), and all other documentation requested will be released to the investigating parties with your consent and signature of this form*

TELEPHONE ACCESSIBILITY

If you need to contact me between sessions, please leave a message on my voicemail. I am often not immediately available; however, I will attempt to return your call within 24 hours. Please note that Face-to-face sessions are highly preferable to phone sessions. However, if you are out of town, sick, or need additional support, phone sessions are available. If a true emergency arises, please call 911 or any local emergency room.

SOCIAL MEDIA AND TELECOMMUNICATION Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

ELECTRONIC COMMUNICATION I cannot ensure the confidentiality of any form of communication through electronic media, including text messages. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, I will do so. While I may try to return messages in a timely manner, I cannot guarantee immediate response and request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies.

MINORS If you are a minor, your parents may be legally entitled to some information about your therapy. I will discuss with you and your parents what information is appropriate for them to receive and which issues are more appropriately kept confidential.

TERMINATION

Ending relationships can be difficult. Therefore, it is important to have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. I may terminate treatment after appropriate discussion with you and a termination process if I determine that the psychotherapy is not being effectively used or if you are in default on payment. I will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, I will provide you with a list of qualified psychotherapists to treat you. You may also choose someone on your own or from another referral source.

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.