Joseph M. Montaldi, LCSW

Welcome! My policy is to provide the most respectful, caring, and safe environment to all my clients and to provide the most therapeutic and professionally sound response to each person in their healing journey. So that your relationship with me will be as uncomplicated as possible, I ask that you become familiar with the following policy statement.

**Therapy Sessions/Health Insurance**: Therapy sessions last up to 55 minutes. If a client is insured for mental health services and has a co-pay or deductible for these services, that co-pay or deductible is due at the end of each session. It is the client’s responsibility to check with their insurance company to determine what their financial responsibility is for therapy sessions before the initial session. All insurance claims will be submitted by this office. Clients are responsible for any denials of insurance claims for services.

**Missed appointments or insufficient notice of cancellation**: Clients must cancel sessions **24 hours** in advance, or they will be charged a flat fee of **$65.00** for the missed session. Clients that fail to appear for their scheduled session without any notification will be charged a flat fee of **$65.00** for the missed session. Clients who cancel and/or miss 3 consecutive sessions will be placed on the waiting list and/or will be discharged for treatment. Voicemail is always available should you need to cancel.

**Documentation**: The fee for all “simple” documentation preparation is $50.00. Simple documentation include a one page counseling verification letter to an attorney or court system or a letter to another medical professional for procedures or services that require psychotherapy documentation. This fee is in addition to the session fee.

**Agreement to authorize charges to credit card**: Clients must provide a credit card to cover any fees that are associated with services by Joseph M. Montaldi, LCSW. This will include missed appointments, insufficient notice of cancellation or denials from the insurance company.

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Client Signature Date