

Joseph 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.

**Counseling Sessions:** Clients must pay for services at the end of each session. If a client is insured for mental health services and has a co-pay or deductible, that co-pay or deductible is due at the time of each session. If a client is unaware of their co-pay or deductible at the time of the session, I will use the credit card I have on file to pay for the amount owed once I receive the Explanation of Benefits from the client's insurance company. Sliding scale fee is available for those clients who do not or prefer to not use their mental health insurance. 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.

**Returned check fee:** A fee of \$25 will be charged for all returned checks.

**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.

**Court Appearances:** A flat fee of \$1,000.00 will be charged each day for clinical court appearances on behalf of the client. A written and signed letter must be obtained from the client and/or his representative at least three weeks prior to the court date.

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

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Client Signature

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Date