



Mandy Jordan, PhD

Trauma Specialist

OFFICE POLICIES

- ❖ **FEES:** The initial appointment, the intake session, is 75 minutes and the session fee is \$240. Individual sessions are 45 minutes (unless otherwise discussed); the session fee is \$160. Payments are made at the end of each session, unless other arrangements have been made. Payment is made via cash, check, charge/debit; HSA cards are also accepted.
 - If you want to use your health insurance, I am happy to provide you with documentation needed for out of network providers, and you would file it yourself.

I have read and agreed to the above statement:

Client's signature _____ Date: _____

- ❖ **MISSED APPOINTMENTS:** To make progress in therapy it is very important for you to keep your therapy appointments. If you are unable to keep your appointment, please notify me immediately. If an appointment is missed or cancelled without 24 hours notice, you will be charged for the session. Insurance companies do not reimburse for missed sessions.

I have read and agreed to the above statement:

Client's signature _____ Date: _____

- ❖ **AFTER HOUR TELEPHONE CALLS AND EMAILS:** You may leave a message or email me, and I will return your message as soon as I am able. A phone call that lasts more than 20 minutes will be charged a session fee, which is not reimbursed through insurance.

I have read and agreed to the above statement:

Client's signature _____ Date: _____

- ❖ **I give my permission to keep my credit card on file. The credit card information will be kept with your records on Simple Practice, a secure online program designed for mental health professionals and is the electronic medical record data base used for this practice. Any late cancellations or no-shows will be charged to the card on file.**

I have read and agreed to the above statement:

Client's signature _____ Date: _____