

## Client Contract/Fee Agreement

When people start therapy they usually have a lot on their minds and do not always remember details about my office arrangements. Therefore, I am providing my policies in writing. I encourage you to take the time to read these through and ask any questions you may have.

1. **Fees:** Fees are \$150 for the standard 50-minute individual psychotherapy session, and \$200 for a 50-minute couples' or family therapy session, and is expected at the time of service. You can pay with cash, a credit/debit card or by check, made out to Lisa Haake. I am happy to provide you with a receipt if it is needed or wanted. In the event your check is returned due to insufficient funds, you will need to cover the amount of the original check as well as the fees my bank charges me for processing the check (usually about \$20).
2. **Cancellations:** I do understand that things come up which are out of your control and you may need to cancel an appointment in less than 24 hours. It remains your responsibility to pay for your time. Your scheduled appointment is time set aside only for you so that without notice someone else in need of an appointment time cannot fill it. Cancelled appointments 24 hours in advance will relieve you of any financial obligation for that time slot. You can cancel either by voicemail or email. Failure to cancel 24 hours in advance will result in your being billed the full fee of your scheduled session. If our schedules allow for another appointment in the same week, you will not be responsible for payment for that missed appointment. Insurance does not cover missed appointments. Payment in full for the missed appointment is expected at the next appointment.
3. **Insurance:** Many of the costs of outpatient psychotherapy are covered by health insurance. It is crucial that you find out what your individual coverage is prior to your first scheduled appointment. There are a growing number of insurance companies and an assortment of different types of policies within these companies. Specific coverage information should be obtained directly from your healthcare insurance provider by calling the customer service phone number on your insurance card.

4. **Ending therapy:** It is helpful to clients to have formal closure on the therapy process. I see part of my job as including the end of therapy in the forefront of my mind, so I will ask about the progress towards goals from time to time. If you decide that you would like to end therapy, I encourage you to openly discuss that with me at least three (3) sessions before your last session. A final closure session has proved to be very important for clients. Closure sessions help you acknowledge and summarize what you have accomplished and discuss any unfinished concerns you may have. While not required, they are strongly recommended.
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I have read and agree to the policies described above.

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Client Name (print)

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Client Signature/Date

\_\_\_\_\_  
Client Name (print)

\_\_\_\_\_  
Client Signature/Date

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Therapist Signature/Date