

THE STONY BROOK CENTER

OFFICE POLICY

CONTACTING THERAPISTS

You may leave a telephone message for your therapist at any time at 800 785-0833. Please be aware that therapists may not retrieve messages until their regular office hours. **If you have a life-threatening emergency, dial 911.**

APPOINTMENTS

Sessions are 50 minutes in length and begin at the scheduled appointment time. If you arrive late, your session will be shorter. If you must cancel a session, please let your therapist know at least 24 hours in advance. **You will be responsible for the full fee of any session canceled with less than 24 hours notice.** For psychotherapy to be most effective, clients must not be under the influence of intoxicating substances. If your therapist feels it necessary, you may be asked to reschedule your appointment for another time; this will be considered a late cancellation.

FEES, BILLING & PAYMENTS

All services are billed at our standard rates.

- The initial intake session is \$200.00 for 90 minutes. The Sexual Dependency Inventory test may be required. The Sexual Dependency Inventory (SDI-R 3.0), created by Dr. Patrick Carnes, is an online assessment tool that measures detailed behaviors and helps facilitate the appropriate therapy for each individual. There is a \$50.00 one-time fee for the testing.
- The hourly fee for individual is \$150.00, for regular 50-minute appointments.
- Group fees vary depending on the group. If you commit to group therapy, the weekly fee for group sessions is due even if you do not attend.

Clients pay for services at the beginning of each session, unless other arrangements have been made. Please notify your therapist if any problems arise that affect your ability to make timely payments.

If document preparation is required (e.g. legal proceedings, insurance appeals), clinicians reserve the right to bill for services at 50% of full fee.

In order to prevent any misunderstandings about payment for services, please be advised of the following:

- (1) All services provided are billed directly to the client unless other arrangements have been made;
- (2) Clients are personally responsible for payment at time of service via cash, credit card, check or money order. **Payment for services is made to The Stony Brook Center.**

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- (3) Statements can be provided for you to submit for insurance reimbursement upon request.
- (4) You are responsible for submitting all claims to your insurance provider.
- (5) Your past due balance may be sent to an agency for collection.

Payment Guarantee: You are individually responsible for all incurred charges, even if you direct us to bill another person. If you direct charges to be billed to another person, you represent that you are authorized to give such direction. If you have directed charges to be billed to another person who fails to make payment, you will promptly pay on demand.

MINOR CLIENTS

In the event that client is a minor (under age 18), signature of parent/guardian indicates permission to treat.

I have read, understand and agree to the information, guidelines and office policies stated above.

Name: _____

Signature Date: _____

Printed Name: _____