



Office Policies & Procedures

The following policies and procedures constitute a contract between Monrovia Van Hoose, LCSW and the client.

Office charges for therapy are based on a rate of \$150 per forty-five-minute individual session, \$180 per sixty-minute couples/family session, and \$50 per 60-minute group session. Payment is due at time of service, unless otherwise arranged in advance with therapist.

Any fees relating to foreseen and unforeseen legal actions that require your therapist to reproduce records or participate in depositions or court appearances will be the responsibility of the person signing below. Such fees are substantially higher than therapy fees and are not usually covered by insurance. This is without regard to who files the subpoena or initiates the legal action. It is the signer's responsibility to obtain reimbursement from any other party. These fees must be paid in advance. Therapist's fees for legal services are \$300 per hour.

A charge is made for all appointments unless cancelled 24 hours in advance. Cancellations made within 24 hours will be charged full fee. Group therapy sessions cannot be cancelled and payment is required regardless of attendance.

By signing below, I acknowledge that I have received, understand, and will comply with these office policies and procedures.

Signed _____ Date _____

