

## Joseph G. Girillo

Licensed Marriage & Family Therapist, # MFT 85895

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967 E. Colorado Blvd., # 61096

Pasadena, CA 91116

# Policies and Procedures

- 1. Appointments:** My standard therapy hour is 50 minutes. If you would like more time, please discuss this with me at your convenience.
- 2. Extended Contact:** If you wish to spend extensive time counseling between sessions via the telephone, you will be charged on a pro rata basis.
- 3. Cancellations:** Twenty-four hours noticed is required (except in emergencies) if you need to cancel your appointment. This notice gives me adequate time to schedule another client, as I pay for the session room whether you arrive or not. Missed appointments and late cancellations are billed at your regular rate.
- 4. Billing:** All clients are expected to pay for each individual session on a current basis unless other arrangements are made ahead of time. This will avoid accumulating the kind of bill which could interfere with the therapeutic process. Accounts become past due after 30 days and a \$10 late fee will be assessed monthly.
- 5. Insurance:** I can assist you by creating a “super-bill” at your request each month. You will need to keep your account current and file the form with your insurance company in order for them to reimburse you directly.
- 6. Confidentiality:** With a few legal exceptions, the information you share with your clinician has the status of privileged communication and cannot be revealed to anyone without a written release from you. The exceptions arise when a patient is deemed to be a danger to self or others, or if a child or senior citizen has been abused, molested or endangered.
- 7. Emergencies:** If you are having a life-threatening emergency, you should dial 911. If you need to consult with me during an otherwise challenging time, you may place a call to my direct line at (951) 206-1548, speak clearly and leave your name and number.

**I understand and agree to the above stated policies and procedures:**

(client signature) \_\_\_\_\_ (date) \_\_\_\_\_