

Debbie Ennis^{LICSW}

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978-257-8062

Services Contract

Welcome to my private practice. This document contains important information about my professional services and policies. Please read it carefully. We will have an opportunity to discuss it as it will serve as a binding agreement between us.

Sessions

Typical therapy sessions last 55 min. Should you choose a Breathing session (deeper subconscious work), they range 85-115 min. Most insurance providers will only reimburse me for a 45-55 min session. *If you choose a Breathing session you will be required to pay out of pocket for the extra time that this technique requires. *Typically \$20

Cancellation Policy

In order for me to offer timely appointments to all of my clients, it is important that you keep your scheduled appointment. Giving me advanced notice of a cancellation enables me to offer your time slot to someone else. Towards this end, **you (not your insurance company) will be charged \$25 for a missed appointment (no-show).** *No future appointments will be scheduled until this fee is paid in full.* Hospital/medical-type emergencies will not be charged this fee. You can avoid a no-show fee by canceling your appointment at least 24 hours in advance; basically the day before your scheduled appointment. *If you text me to cancel your appointment it is not considered cancelled unless you receive an acknowledgment in the form of a return text or telephone call from me.*

Professional Fees

In addition to face-to-face sessions, I have the right to charge a fee, on a prorated basis, for other professional services that you may require such as report writing, telephone conversations lasting longer than 15 minutes, attendance at meetings or consultations which you have requested, or the time required to perform any other service which you may request of me. If you anticipate becoming involved in a court case, please let me know so we may discuss my possible involvement.

If you become involved in litigation which requires my participation, you will be expected to pay for the professional time required, even if I am compelled to testify by another party. Because of the complexity and difficulty of legal involvement, I charge \$125 per hour for preparation and attendance at any legal proceeding.

Financial Policy and Payment

You are expected to pay for each session at the time it is held, **either by cash or check**, unless we agree otherwise or unless you have insurance coverage which requires another arrangement. The person responsible for payment is required to sign this Contract.

As a service to you, I will bill your insurance company and other third party payers. If your insurance company requires a prior authorization (i.e. Tufts Health Care) you are required to obtain this authorization prior to coming in for services. If you do not obtain a required authorization, you will be responsible for all charges that your insurance company refuses to reimburse to me.

Contacting Me / After Hours Instructions

I can be reached on my office phone (*which rings at my house*) 978-257-8062 or on my cell phone (*which is typically turned off 9pm-8am*) 856-371-6093. You can text me, but please be aware that texting is not HIPPA compliant.

Please note that no one answers my office or cell phone other than me, so if I am in a session or otherwise occupied I will typically not be able to answer your call until I am free. Please leave a message on my confidential voice mail and I will get back to you within 24 hours. In case of an emergent situation, one in which there is immanent risk of harm to self or others, or when an immediate response is necessary, you should call your personal care physician, go to your nearest hospital or dial 911. You can also call this crisis number 800-977-5555.

My **office phone** will always have a message that is up to date and timely. For example, if I don't return the call that you left on my cell phone within 24 hours you should call my office phone to see if I have an extended absence message. If I am away on vacation my office phone message will tell you when I will be away, when I will return calls and will give other pertinent information.

You may contact me via email at Debbie@DebbieEnnis.com, but please be aware that my email is NOT HIPAA compliant.

Remote Sessions

I am available to meet with clients for online video therapy sessions via Doxy.me, a HIPAA compliant telehealth service. Depending on your particular needs and location, you may find that a combination of in-office and video chat sessions work best for you. Therapy and coaching by Thera-link can be a wonderful adjunct to in-office visits for busy professionals or for individuals who live too far away from my office. Several insurance carriers are now paying for such visits. Please inquire with your insurance provider to see if this is available to you. If not, you can still access this service by paying my video-session rate of \$65 per 55 min. session.

I look forward to working with you and I am honored to be joining you on your journey to good health and well-being.

-Debbie