

Jessica Purtan Harrell, Ph.D.
Licensed Psychologist
248-767-5985

Office Policies

In order to best serve my clients, the following office policies have been established:

1. Psychotherapy sessions are 45 minutes in length.
2. Extended psychotherapy sessions (e.g., sessions longer than 45 minutes) can be arranged in advance. The fee/charge for extended sessions is pro-rated at regular rate; usually in 15 minute increments.
4. I require 24 hours notice for cancellations or rescheduled appointments in order to avoid a late cancellation fee. Without this 24 hour notice, you are responsible for paying my standard fee since I will likely be unable to fill that time slot with such short notice. This policy also applies to appointments for which you do not show. Please note that insurance companies will not reimburse for late cancellations or missed appointments.
5. Fees for out-of-office meetings (e.g. school IEPs) are based on my standard rate. Phone consultations and collateral contact (with teachers, psychiatrist, etc) is also billed at the standard rate in 15 minute increments, as is travel time.
6. Phone sessions are occasionally requested, and I am happy to provide this service when someone is unable to attend in person. However, it is important to note that insurance companies will not reimburse for telephone sessions.
7. Payment is expected at the conclusion of each therapy session. Receipts and invoices also provided at time of service with necessary diagnostic and procedure code information for those wishing to seek reimbursement from insurance companies.

If you have any questions or concerns about these policies, please do not hesitate to speak with me. I look forward to working with you.

Thank you

Please sign and date to acknowledge receipt of policies, effective May 1, 2012.

Name

Date