

Dear Client,

Welcome to my practice.

Psychotherapy is an intimate process, which requires a commitment from both you and me. You can expect that I will have the proper training and credentials to work with you on your stated goals. Additionally, you can expect confidentiality of our conversations and of your records. Limits to Confidentiality are discussed in the document Psychotherapist-Patient Services Agreement that you will be asked to both read and sign. Additionally there are some responsibilities, which I require from you. While primarily I will expect your willingness to engage in the treatment process, there are also some specific expectations about which you need to be informed prior to engaging in therapy.

These include the following:

1. A 24 hour notice is required if you need to cancel your session. Less notice than 24 hours will require payment of the session. I cannot bill your insurance company for a session that you do not attend. Therefore you will be personally responsible for the payment of a missed session.
2. The fee for the initial session is \$150.00 and the session length is one hour. The fee for subsequent sessions is \$130.00, for a 50-minute session. This fee may vary depending upon the agreement with your insurance company.
3. While most carriers will pay for an extended initial session, their subsequent rates are based upon a 45-minute session, allowing an additional five minutes to transact fees and make follow-up appointments. If you wish to extend past the 45 minutes for which the insurance carrier reimburses, you will need to inform me of that in advance, and you will be responsible for the additional fees incurred, not the carrier.
4. There is no charge for a brief phone conversation, such as a conversation in which an appointment is made or changed. Phone conversations of more than a few minutes will be billed at a pro-rated charge similarly to the billing of a session. 5-15 minutes billed as a quarter session, 16-30 minutes billed as a half session, 31-45 minutes billed as a whole session. Phone sessions of any length are discouraged, and reserved for special circumstances. If you need to talk with me, it is best to book a face-to-face session. Many insurance companies will not pay for telephone sessions, and you may be financially responsible.

5. Each year, insurance clients generally have a deductible, which must be satisfied before your insurance company pays their segment of the bill. It is strongly encouraged that clients know both the calendar year and the amount of their deductible, so that the proper payment can be made for the session.
6. Please note that failure to pay the fee for which you are responsible (co-pay and/or deductible) may result in the use of a collection agency or other legal means for obtaining payment. This is a situation in which there is a legal exception to Confidentiality

Thank you for your time and attention, and I look forward to our work together.

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