

PSYCHOLOGICAL ASSOCIATES OF WILLIAMSBURG

1313 Jamestown Road, Suite 105

Williamsburg, VA 23185

Ph: (757) 253-1462 Fax:(757) 253-8061

POLICIES AND FEES

CONFIDENTIALITY POLICY

Maintaining the confidentiality of our services to our clients is of utmost importance to the staff and doctors at Psychological Associates. Your records and involvement with our practice are held in strictest confidence. Information is released only with written consent from you. Exceptions to this policy are cases of emergency involving possible loss of life or by specific court order. Please ask your doctor for clarification if you have any questions or concerns.

If you plan to use insurance to pay for your care, your insurance company will request specific information before they will issue an authorization or reimburse for professional services. The nature of the information required varies widely from company to company. Some companies require simply a diagnosis while others require a more complete clinical description (treatment plan) on a periodic basis before authorizing continuing care.

Though Psychological Associates now has a web presence, to better protect your privacy, we ask that communications with our office continue to be via telephone.

FEES & PAYMENT

Initial Consultation	\$150.00
Individual, Couples, or Family Therapy	\$120.00
Late Cancellation / No Show Fee	\$ 75.00

COPAYS are due at the time of the visit. Any other charges will be considered delinquent if unpaid 60 days after the date of service.

Many insurance companies cover psychotherapy and psychiatric services but require pre-authorization prior to the date of service. Some companies limit the number of visits allowed on a yearly basis, and / or require that treatment plans be submitted periodically to document that additional visits are medically necessary. If you are uncertain about your specific out patient mental health benefits, please contact your insurance company.

If you are having financial difficulties, please mention this to your doctor at the time of your visit so that an appropriate payment schedule can be arranged.

CANCELLATIONS & MISSED APPOINTMENTS

If you are unable to keep a scheduled appointment, please call the office number (253-1462) at least 24 hours in advance. Our answering service takes messages 24 hours a day and 7 days a week. Since time is reserved for you, there will be a \$75.00 LATE CANCELLATION FEE for appointments missed without 24 hour notice. Insurance companies will not reimburse for missed appointment fees.

**** Please keep this information for your records ****

