



**KRIS HALSTEAD, LCSW-C**  
**4405 East West Highway ste 504**  
**BETHESDA, MD. 20814**  
**301-986-5645**

### OFFICE PROCEDURES – PLEASE READ AND SIGN

Please take a few minutes to read about how this office functions in order to best assist you. The client information form is designed to provide your psychotherapist with some initial information that will help to facilitate the process of getting to know you and your concerns. Try to answer all questions as best you can.

During your first session, you and your therapist will, together, arrive at an agreement regarding the focus of your therapy, the frequency and time of sessions and the length of time you will work before evaluating the effectiveness of your work. It is important that you understand and feel comfortable with all strategies and interventions. You will be encouraged to ask questions and discuss the therapy process with your therapist. Every effort will be made to make sure that you experience the process as mutual and empowering.

The cost of individual and group sessions will be discussed with you during your first session. Sessions generally go for 50 minutes. There are times and situations that warrant a sliding scale. That determination will be made during your first session. You will be expected to pay the full negotiated fee at each session. It is your responsibility to work with your insurance company regarding reimbursement. Whenever your third party carrier requests information regarding a treatment plan or anything else to facilitate coverage, your therapist will make every attempt to provide such information. Phone conversations will be billed at a pro-rated percentage. There is no charge for calls that are brief, regarding scheduling or a quick exchange of information and less than 10 minutes.

A notification of 48 hours is required for cancellation of a session. This allows your therapist to make your session available to someone who may need to schedule. You will be expected to pay for any sessions canceled with less than 48 hours notice. There will be no charge for sessions missed because of heavy snow or serious traffic tie-ups.

Termination of therapy is an important part of the process. Please do not do this over the phone or without discussing it with your therapist. It is important to honor the ending process.

I have read Kris' office procedures. I understand them and agree to work with her within these parameters.

Name \_\_\_\_\_ Date \_\_\_\_\_