

James A. Fidelibus, Ph.D., Inc.

OFFICE POLICIES

FEES: The standard fee per 1-hour session is \$130.00. Payment of the fee is expected in full at each session in the form of cash, credit or check. All major credit cards are accepted.

INSURANCE: I am not in contract with most health insurance plans. Out-of-network benefits, however, will often be available. Contact your insurer's Member Services Department, or your company's Human Resource Department, to ascertain eligibility and coverage for psychological services. I do not work with Employee Assistance Program (EAP) benefits.

SCHEDULING: I maintain office hours Monday through Saturday most weeks. Daytime, evening and weekend hours are available. Please bring your calendar with you for scheduling purposes.

MISSED SESSIONS: If you need to cancel or reschedule an already scheduled session, please give notice 24-hours in advance. Same-day cancellations for non-emergency situations will be charged \$65.00.

ELECTRONIC MEDIA: Phone, e-mail and texting can be used for scheduling appointments and dealing with questions that relate to administrative matters. Counseling services as such or consultations over specific concerns are generally restricted to face-to-face interaction.

CHILD-CARE: The facility is not equipped to attend to small unsupervised children. Please make the appropriate sitting arrangements. Older children who are well-behaved are welcome to use the waiting area but remain your responsibility at all times.

HIPAA/CONFIDENTIALITY: Confidentiality is maintained among those present at each session. Disclosure to any third party is restricted to those for whom the identified patient provides written permission to release it. Your signature below acknowledges that you are aware of the HIPAA policy statement on this site and have access to reviewing it at any time.

I have read and understood the above policies and agree to follow them.

Signature

Date