Susan J. Levy, M.Ed.

Psychotherapist

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Thank you for contacting me for psychotherapy or consultation. I look forward to working with you. This statement will summarize information about my practice. Please read it over and be sure to discuss any questions with me.

My usual charge is \$150 per hour of service for individual therapy, and \$150 for couple or family therapy, case supervision, or organizational consultation. Payment of my professional fee is due in check or cash at the time of service. It is advisable to arrive with your check written and leave it on my desk at the beginning of each session. Thus, your valuable therapy time is not distracted, and my break between your session and the next can be used fruitfully. To avoid being charged, please contact me 24 hours prior to cancellation in order to reschedule. Unlike some medical practitioners with whom you work who charge by procedure, my time and attention are the billable unit. For that reason I need to give your time to another client should you be unable to come at that time. Thank you for your courtesy in cancelling a day ahead.

I prefer full payment at each visit. Since I work on a fee for service basis rather than with managed care, your confidentiality and privacy, so critical to effective therapy, are safeguarded. I am also in a position to adjust my charges based on your needs, so should the fee seem prohibitive to your receiving services, please do not hesitate to talk it over with me. Your agreement directly with me allows you and me to be the only persons involved in critical decisions about planning your care.

I do not accept credit cards. I will provide you with a statement for your records or for you to use for reimbursement purposes.

I am fortunate at this time of my professional life to enjoy teaching and consulting with other professionals, so my appointment times are sometimes restricted. I will make every effort to accommodate you. I make my own appointments and the phone number below is the best way to reach me. I try to return my calls very promptly. While I hope to be responsive to your needs, in an emergency, contact your hospital or emergency room.

Prolonged phone calls or extended sessions, written reports, and other professional services are charged according to the time used. Should collaboration with another professional for medication, hospitalization, or case management be required, you will be responsible for their fee.

Again, please feel free to ask questions. My goal is to assist you to resolve your concerns as soon as possible.