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OFFICE POLICIES AND AGREEMENT

DURATION OF THERAPY APPOINTMENTS:

Appointments are scheduled for 50 to 60 minutes.

PAYMENT: Clients are responsible for all charges incurred and services must be paid in full at the time of the appointment unless other arrangements have been made in advance. If I am a preferred provider with your insurance company, I will bill your insurance for you, however, all co-payments are due at the time of your appointment as well. Any services not covered by the insurance company are the client's responsibility, including charges for missed or cancelled appointments.

CANCELLATION: The scheduling of an appointment involves the reservation of time. To avoid being charged for a missed appointment, a cancellation notice of *at least* 24 hours must be given. Excessive missed or canceled appointments, and not showing for a scheduled appointment, may result in the loss of one's reserved appointment time.

PHONE CALLS BETWEEN APPOINTMENTS AND EMERGENCY PROCEDURES:

I can be reached at (805) 501-6630 and an attempt will be made to return all calls within a timely manner. Please be sure to leave your phone number and I will return your call within 24 hours *at the latest*. If your phone call is of an urgent nature, please follow my voicemail instructions for urgent delivery of your message. I will then return your call as soon as I am able. If you are experiencing a life or death emergency, please phone 911 immediately.

OTHER INFO: On occasion clients often run into their therapists in public places outside of the therapy office (stores, markets, restaurants, etc.). To maintain your confidentiality, I will not acknowledge you. Please know that if that situation arises, I am not ignoring you but wanting to maintain your privacy. Of course, if you would like to say hello, that is always welcome, but I will leave the choice up to you.

I have read, understand, and received a copy of these office policies.

Client Signature: _____ Date: _____

Parent/Spouse/Significant Other: _____ Date: _____