



Jane F. Hamilton, Ph.D.

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**COUPLE/FAMILY OFFICE POLICIES**

**STANDARD HOURLY RATE:** Dr. Jane Hamilton’s standard rate for services is \$150 per 50-minutes for family, parent, couple or joint in-office psychotherapy.

INITIAL: \_\_\_\_\_

**INTAKE APPOINTMENT:** The first appointment is \$225 per 85-minutes in-office psychotherapy session.

INITIAL: \_\_\_\_\_

**INSURANCE:** Dr. Jane Hamilton does **NOT** participate with any insurance companies. We are not able to bill your insurance and cannot accept payment from insurance for the services performed or prescriptions received.

INITIAL: \_\_\_\_\_

**PAYMENT:** Payment is expected at time of service. We accept payment in cash, check, VISA, MasterCard, or American Express. **There is a service charge for all returned checks.**

INITIAL: \_\_\_\_\_

**LATE APPOINTMENTS:** We understand that being late for scheduled appointments is not always avoidable. To accommodate late clients, if time permits, we will adjust your appointment accordingly. However, if there is another client on schedule after your appointment, your appointment time will be shortened.

INITIAL: \_\_\_\_\_

**MISSED APPOINTMENTS:** Missed appointments represent a cost to us, as well as other clients who could have utilized the time set aside for you. We require 24-hour cancellation notice of all appointments. **Any missed or late-cancelled appointments will be charged the full 50-minute rate at Dr. Jane Hamilton’s discretion.**

INITIAL: \_\_\_\_\_

**EMERGENCIES:** It is the patient’s responsibility to seek and obtain immediate emergency services (i.e., Police, Emergency Room, Mental Health Urgent Care) if a crisis or life-threatening situation develops.

INITIAL: \_\_\_\_\_

**DISCOUNT:** Dr. Jane Hamilton offers a 10% discount for 4 or more sessions paid in full in advance.

INITIAL: \_\_\_\_\_

**NOTICE OF PRIVACY PRACTICES:** Dr. Jane Hamilton has provided me with a copy of *Notice of Privacy Practices*.

INITIAL: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date