



11340 West Olympic Blvd.  
Suite 203 & Suite 330  
Los Angeles, California 90064

## Office Policies

In an effort to provide the highest level of care to all of our clients, it's important to be clear about and agree on a few general office policies. Please review them carefully and sign at the bottom.

Please have your payment ready **prior to starting the session** in order to maximize your session time. We accept cash, checks and credit cards. Checks should be made payable to **Marnie Brecker**.

In an effort to offer therapeutic services to a larger population, we offer a sliding scale to a small portion of our clients. Every 3 months (or other agreed upon date) there will be a discussion to renegotiate the fee.

All sessions are 50-minutes long unless other arrangements have been made in advance with your therapist. If you arrive late, please understand that you will be billed for the full session. Being on time consistently will ensure that you get the most value from your sessions.

To create a welcoming and calm environment, **please refrain from using your cell phones in the waiting room**; take your phone conversations to the hallway.

Every client is asked to sign a Credit Card Authorization Form. Your card will not be charged for a session without your permission. It is simply on file in an attempt to avoid any collection agency involvement in the case of an outstanding balance.

Your therapist will provide you with his/her regular phone hours as well as policies regarding phone and SKYPE sessions at your initial session. All CRH therapists check voice mail frequently during the week and will make every effort to return your call within twenty-four hours. Calls received on the weekend will be returned on the following business day. Please do not send text messages to your therapist's phone unless other arrangements have been made.

If you have a life-threatening emergency, call 911 or go to the nearest emergency room.

I agree to the aforementioned policies:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_