

Tina Gale McMillan, MFT
Creekside Therapy Center
1748 Novato Boulevard Suite 210 Novato, CA 94947
(415)898-6455 office (415)983-2513 fax (415)246-5361 cell
tinagmcmillan.com

OFFICE POLICY STATEMENT

In order to provide you with the best possible care it is important that you have a clear understanding of my office policies. Please read and review the information below and let me know if you have any questions.

APPOINTMENTS: Sessions are generally 55 minutes (1 client hour) in length. Sessions can be extended to 85 minutes (1.5 client hours) and to 115 minutes (2 client hours). Extended sessions are charged on a prorated basis using your hourly fee. *All cancellations require a full 24 hours notice in order to avoid a charge equal to the amount of time scheduled. It is always better to reschedule a session than to cancel at the last minute.*

CONFIDENTIALITY: Except where disclosure is required by law, all information disclosed within a session and all written records are confidential and may not be revealed without your express written permission. Therapists are required by law to report any suspicion of child abuse, elder abuse, and imminent threats of harm to self and others.

FEES: Fees are determined during the initial phone consultation prior to the first visit. Fees are due and payable at the time of each visit. Payment can be made by personal check or cash. Increases in fees may occur annually. No insurance is accepted at this time.

ADDITIONAL CHARGES: There may be additional charges for extended phone conversations, consultations, site visits, report writing, letters, record reviews, e-mail, travel and billing requests. Additional charges will be prorated based on a minimum 15 minute fee schedule using your hourly fee.

COURT APPEARANCES: By mutual agreement all services are intended for treatment and are not meant to be used for forensic purposes. Full written releases from all involved parties must be obtained prior to any request for communication with or attendance in court. Court appearances require a \$2000 retainer. Fees for court appearances are billed on a \$250 per hour fee schedule and include time for travel. In lieu of court appearance in a child custody case, phone consultation with your attorneys, a commissioner, an evaluator or a judge will be charged at your regular hourly fee. Full written releases are required for all communications.

TELEPHONE: If you need to make phone contact between scheduled sessions you may leave a message at 415-898-6455 or you may try my cell at 415-246-5361. Non Urgent Messages will be returned within three business days. Urgent calls are returned as soon as possible. Please indicate the nature of the problem, where you can be reached and the best times to return your call.

EMERGENCIES: In a psychiatric emergency you may contact Marin Community Mental Health Psychiatric Emergency Services at 415-499-6666, the Police at 911 or go to your nearest Hospital Emergency Room and ask for help.

Your signature indicates that you have read, understood and agreed to the Office Policies as written.

Thank you.

Name

Date