

Dr. Nancy Kirsner, Ph.D., T.E.P., P.A., Certified Positive Psychologist

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Dear Client:

As I welcome you to my practice, I thought that this might be a good time to review my office policies to ensure that things run smoothly.

1. Please remember that sessions are 50 minutes (the standard psychotherapy hour is 45-50 minutes). This allows me to take case notes between appointments as well as to return any pressing phone calls. I appreciate your punctuality and I shall try to honor your time as well.
2. I request that fees be paid at each session unless other arrangements have been made with me. These fees include phone sessions, phone time beyond appointment changes, administrative calls and long distance charges, and mailing documents or files. Should there be an outstanding balance, I ask that it be settled at your next scheduled appointment.
3. A reminder about the **24-hour cancellation policy**: You will be responsible for the full consultation fees covering missed appointments that are not cancelled within this grace period. Note: A \$25 fee will be charged to you for any returned check and service fee incurred.
4. A good therapeutic relationship is based on trust and open communication between us and I will work my hardest to provide you with good services. I hope you will let me know how things are going -in any aspects of our relationship regarding your treatment or my office policies.

Sincerely,

Dr. Nancy Kirsner

Date:

Client signature

Date: