

Julia Gerhardt, LCSW, LLC  
6550 Emerald St., Suite 110  
Boise, ID 83704  
(208) 297-8585

## POLICIES AND PRACTICES

**The following are policies and practices you are required to read and sign prior to any treatment.**

- ❖ Payment (co-pay if billing insurance, full payment if self-pay) is due at the time of service. I accept cash, checks, Visa/MasterCard, and Debit cards.
- ❖ It is your responsibility to remember the date and time of your appointment. Appointment reminders via email may be issued as a courtesy to you upon request.

### **Cancellations and “No Shows”:**

While understanding that emergencies and illness do occur, a minimum of 24 hours is required to cancel or change an appointment. If an appointment is cancelled with less than 24 hours’ notice, you may be charged a \$30.00 late cancel fee. If you do not attend the appointment or call to cancel, you will be charged a “no show” fee of \$50.00. *Two no-shows will result in termination of the therapist-client relationship.*

### **Office Hours, Session Length and Professional Fees:**

My office hours are M-Th 9 a.m.- 5 p.m. Counseling sessions last anywhere from 30-60 minutes in length. The initial diagnostic evaluation fee is \$150.00; the fee for a 30-minute psychotherapy session is \$60.00; \$90.00 for a 45-minute session; and \$120.00 for a 60-minute session. The fee for a family session is \$110.00.

### **Insurance:**

Your insurance policy is a contract between you and your insurance company. I am not a party to that contract. I do, however, bill insurance companies as a service to my clients. *Please come to the first session fully informed about your mental health benefits.* I am not a Medicare provider and need to know of your Medicare insurance prior to the initial meeting.

### **Emergency Situations:**

Julia Gerhardt, LCSW, LLC is not an emergency service. For evening or weekend emergencies, please visit the nearest Emergency Room or Urgent Care Center, or call the Idaho Suicide Prevention Hotline at 800-273-8255. For non-crisis situations, please call ProtoCall at 800-435-2197. Voice mail is checked frequently Monday-Friday, between the hours of 9 am and 5 pm and urgent calls will be returned promptly. Routine calls will be returned within 24 hours.

### **Reasons for Termination of Clinician-Client Relationship:**

- ❖ If you feel you are not compatible with your clinician, or it is reasonably apparent to your clinician that you no longer need assistance, are not benefitting from her services, or are being harmed by continued treatment, termination of counseling may be recommend and/or referral resources to other clinicians will be offered.
- ❖ If your clinician determines an inability to be of professional assistance to you, referrals will be given.
- ❖ If you are not complying with your clinician’s recommendations, your clinician may request to discontinue treatment (this includes a high number of late cancellations and/or 2 no-shows).
- ❖ If you are not meeting financial obligations, your clinician may discontinue treatment.
- ❖ If your clinician has not had communication or contact from you for a period of 60 days, your case will be closed.

*Julia Gerhardt, LCSW, LLC welcomes all clients, and does not discriminate on the basis of ethnicity, national origin, ancestry, race, color, religion, creed, sex/gender, marital status, affectional or sexual orientation, gender identity, military and military veteran status, age, or disability.*

***I have read these Policies and Practices. I understand and agree to comply with the above.***

**Client/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_**