GunderKline Counseling LLC
Eve GunderKline, LCSW
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(872) 216-6623
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OFFICE POLICIES

Appointment

Psychotherapy typically involves one 60 minute session per week. The therapy relationship will continue as long as you and I see a need to continue treatment.

Financial Arrangements

Payment is due at the time of your appointment. My fee per session is $135, however, there will be a fee of $150 for the first session, for the time involved in clinical evaluation work. I accept cash, check, online (via Chase Quickpay) payments.

In network insurance services will be billed directly by the practice and copay is due at the time of each session. If you have insurance for which I am considered out of network, session fees are due at the time of service, and I can assist you with any paperwork required for your reimbursement.

Any delinquent bills will be sent to collections after 90 days. At that point, collection fees will be added on to any outstanding balance for which you are responsible.

Cancellation Policy

The scheduling of an appointment time involves the reservation of time specifically for you. To avoid being charged for a missed session, please inform me of your cancellation at least 24 hours in advance. Cancellation fees are as follows:

24 hours or more: No fee

Less than 24 hours: $135 which will be billed directly to you, not your insurance.

I understand that things come up unexpectedly and therefore allow 2 missed/cancelled sessions with less than 24 hours notice a year.

Phone and Email Contact

I check my voice and email messages at least once each day. I will attempt to return any message that you leave for me within 24 hours of receiving it. Routine messages left on Saturday or Sunday will be returned on Monday. If you are having an emergency and I am not available at that time, please call 911 or go to your nearest hospital emergency room.

Client Signature:_____ Date:_____

Therapist Signature:_____ Date:_____