

Michael Sessions, PhD

5807 Long Park Road, Cumming, GA 30040 / 678-532-9904

PRACTICE POLICIES

APPOINTMENTS AND CANCELLATIONS

The standard meeting time for psychotherapy is 45-53 minutes. Requests to increase the standard session time needs to be discussed with Dr. Sessions in order for time to be scheduled in advance.

Dr. Sessions requires a **minimum of 24 hours notice** if you need to cancel or reschedule an appointment. **If you cancel an appointment with less than 24 hours notice, you are responsible for the full fee (not your co-pay).** Insurance cannot be filed for a missed appointment. This policy is necessary because a commitment is made to hold this time exclusively for you. If you are late for a session, you will lose some of that session time.

My signature below indicates that I have read and understand the Appointments and Cancellation Policies:

Signature _____

CREDIT CARD AUTHORIZATION

Dr. Sessions requires the patient portion of the first session be paid by credit/debit card – Visa, MasterCard or Discover. You further agree and understand that if insurance does not pay for services rendered that any remaining balance due that is determined by the insurance company to be the patient responsibility will be automatically charged to this credit/debit card. This amount typically includes co-insurance and deductibles that have not yet been met or were quoted incorrectly by the insurance company.

This card will be automatically charged for any appointment that is canceled with less than 24 hours notice.

By paying via credit card, you acknowledge that this credit card information will be automatically kept on file via PCI-compliant encrypted code with the following credit card processor: CAYAN/1 Federal Street, 2nd Floor, Boston, MA 02110

By signing below, I authorize Michael Sessions, PhD to keep my credit card on file and to charge my credit card as indicated above.

Signature _____

Date: _____ Patient Name if Minor: _____

SOCIAL MEDIA

Due to the importance of your confidentiality and the importance of minimizing dual relationships, Dr. Sessions (and office personnel) does not accept friend or contact requests from current or former clients on any social networking site (Facebook, Instagram, LinkedIn, etc.). He believes that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of the therapeutic relationship. If you have questions, please bring them up when we meet and we can talk more about it.

ELECTRONIC COMMUNICATION

Dr. Sessions cannot ensure the confidentiality of any form of communication through electronic media, including text messages. If you prefer to communicate electronically for issues regarding scheduling or cancellations, we ask that you download the free Spruce Care Messenger app that we utilize for HIPAA compliant communication with our clients. Within the app, you may direct message my assistant with any questions or scheduling requests. We will send you an invitation to download the Spruce Care Messenger app.

My signature below indicates that I have read and understand the Social Media and Electronic Communication Policies.

Signature _____