



Susan Watkins, Psy.D., MFT (MFT# 34412)

Stress Management, Trauma Resolution and Well Being Enhancement

The following are guidelines regarding my business practices,
Please read them carefully.

Cancellations:

Clients will be expected to pay for missed appointments unless notice of a cancellation is made at least 24 hours in advance. Consistent attendance is essential to therapeutic progress, and a commitment in this regard is necessary. You may leave me a message on my voice mail (650) 591-3447, at any time.

Insurance:

Many insurance companies pay for psychotherapy provided by a licensed Marriage and Family therapist. Your insurance may pay partially or in full. I ask that clients pay in full at the time of service, and that they bill their insurance company personally. Please let me know if you require my signature on any insurance forms, or if you need a super bill generated by me to assist in your reimbursement.

Confidentiality:

I am a licensed Marriage and Family therapist (MFT #34412). Information discussed in our sessions will remain confidential unless:

- Client consents in writing
- Court orders a release of information
- Client presents a physical danger to self or other
- Child, Elder, or Dependent Adult abuse or neglect is suspected

Emergency; Crisis Situations:

Because I work in a private practice setting, I am unable to provide 24 hour crisis Service. In case of a crisis, please call the 24-hour crisis center at (650) 692-6662. A trained phone counselor will offer phone support and referrals.

I have read, understood, and agree to the above guidelines.

Signature

Date