



## Policies & Guidelines

### **Confidentiality**

All information records pertaining to the client are protected under laws governed by the State of New York and the U.S. government. The two exceptions to confidentiality, where the service provider is mandated to report disclosed information to authorities, are as follows:

- 1) If the patient intends to harm themselves or someone else.
- 2) In specific pertinence to children, the provider is obligated by law to report suspicions of abuse and/or neglect.

### **Cancellations**

If an appointment is canceled without sufficient notification, it prevents another client from receiving services. Therefore, appointments must be canceled with 24-hour notice. A cancellation made within 24 hours of the appointment time will be considered a no-show/missed appointment. All clients are given one (1) free no-show. The 2<sup>nd</sup> no-show will be billed at half the provider's rate. No-shows thereafter will be billed at the provider's full rate. If something unforeseen arises, please communicate openly with your service provider on the circumstances regarding the missed visit. Exceptions will be considered as they arise.

### **Insurance**

As a Licensed Master of Social Work (LMSW), the J.P. Consultation Services provider is unable to practice psychotherapy as defined by the State of New York. Services rendered will therefore only be considered consultation. Insurance companies have policies on how to work with out-of-network subclinical providers. Please contact them directly for what you will need if you would like to submit claims in this fashion. Costs of professional consultation services are typically tax-deductible. Contact your tax advisor for the IRS standards if you would like to claim treatment as a deduction.

### **Billing**

The provider's rate is to be paid in full no later than one calendar week following each session. The following payment methods are accepted by J.P. Consultation Services:

- 1) Venmo – @Julian-Petrello
- 2) CashApp – \$jpetrello1
- 3) Zelle – 646-703-4491 or jgpetrello@gmail.com

\* Clients may request an alternative method of payment directly with their service provider.

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_