

RICHARD RIEMER, Ph.D.

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Westlake Village, CA 91362

Licensed Psychologist
PSY 5367

(805) 379-5154

Office Policies

A clear framework for my practice avoids misunderstandings, and helps to build a well-defined structure vital to effective treatment.

Confidentiality:

All information between Psychologist and patient is held strictly confidential unless: (1) the patient authorizes release of information with a signature; (2) the Psychologist is ordered by a court to release information; (3) the patient presents a physical danger to self or others; (4) child abuse or neglect is suspected. In the latter two cases, I am required by law to inform potential victims and legal authorities so that protective measures can be taken.

Insurance:

Upon request, this office will provide an insurance claim form for you to submit to your insurance company. The insurance company will then reimburse you directly, according to the terms of your contract.

Fees:

Fees for psychotherapy and consultation sessions are due and to be paid at each session. Other services such as report writing, attendance at meetings, and telephone conversations longer than 5 minutes are billed on a prorated basis.

Cancellations and Missed Appointments:

Because the appointment time is reserved exclusively for you, you are responsible for it, and will be charged for any missed appointments and for cancellations with less than 24 hours of advance notice. In the event of a late cancellation (with less than 24 hours of advance notice), it is to your benefit to notify me immediately: If I am able to fill your appointment time, you are no longer responsible for it. Of course, there is no guarantee I will be able to fill your time, and if I am unable to do so, you will be charged for the late cancellation.

I have read the foregoing, understand its content, and agree to abide by the policies stated herein.

(If applicable) I agree to accept full financial responsibility for all services rendered to my minor child.

Print name of responsible party

Date

Signature of responsible party