

# Policies and Procedures

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## **Financial:**

It is my policy to collect any co-pays or balances at the time of service. I will file your insurance and make any attempt to maximize your benefits. However, you are responsible for any balance not covered by your insurance. I do not carry patient balances past 30 days.

## **Coordination of Treatment:**

There are benefits to your health care providers working together. Allowing your clinician to communicate with your primary care doctor or psychiatrist can allow for more effective and cohesive treatment. I am happy to communicate with any other providers that you may have, but will need you to sign a release for me to do so.

## **Emergencies:**

Please be mindful that I spend much of my time in session with other clients and am not available 24 hours per day. If you are unable to reach me, you can call Emerald Coast Behavioral Hospital at 850-763-0017, call 911, or go to the nearest Emergency Room. If you feel as though your situation requires a practice with emergency availability, please ask me or my office staff for a more appropriate referral.

## **Cancellation/Missed appointments:**

Cancellations with less than 24 hour notice and not showing up for a scheduled appointment without notice will result in a \$50.00 charge for which the client is responsible. Cancellations prior to 24 hours may be rescheduled without penalty.

You are required to keep a credit card on file with this office, and should expect a \$50.00 charge to be made for no-shows, and for late cancellations at my discretion.

## **By signing below you show you understand these policies and agree to these terms:**

Client or legal guardian: \_\_\_\_\_

Date: \_\_\_\_\_