

LORNA CHRISTENSEN, M.A., M.S.W., L.C.S.W.
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Welcome! I am pleased to have the opportunity to serve you for your enhanced growth, well-being and creativity. Feel free to discuss and ask questions about any of the policies or information mentioned on this form as soon as possible in your first session. Please print this out and bring a copy, signed, to your first session.

GENERAL OFFICE POLICIES

APPOINTMENTS: Services are by appointment only. Individual sessions are generally 55, 85, or 115 minutes and the fee is (\$165/\$225/\$300) To schedule or cancel appointments, call [\(858\) 453-8111](tel:(858)453-8111). (Email cannot substitute for a phone call). Usually a text is fine – please include an explanation.

CANCELLATIONS: Appointments are made and the time is reserved only for you. From time to time there are legitimate emergencies. Most other factors are matters of inconvenience that can allow for rescheduling within the week. If 24-hour advance notice is given, or less than 24-hour notice with your appointment rescheduled within a calendar week, no charge will be made for your initially reserved time. All other late cancellations or missed appointments will be charged at the normal fee rate. Please note that this will be charged to you in full, as medical insurance plans do not pay for missed appointments.

PAYMENTS: Payment for your session is due at the session. Most people find that having their cash, check or credit card ready at the beginning of the session allows them to use the full time for their benefit. Statements or SuperBills to assist you in submitting a claim to your insurance are available when requested.

INSURANCE: (Life coaching clients and those clients not wanting a “paper trail” for my services will not be using medical insurance and I will not provide a “superbill”.) Those who have health insurance coverage please know that professional services are rendered and charged to the patient and not to the insurance company. You may file an insurance claim yet it is your responsibility to work with your insurance company and you are responsible for payment of your account at the time of service. You can check your insurance booklet on-line, or call your company asking about the coverage for outpatient mental health treatment. Everyone using insurance is informed that a diagnostic code with your name is required for this billing.

Read on _____ by _____
(Date) (Signature)

Copy given to client on _____

Therapist's Signature _____

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