



## Session Guidelines

*Welcome! I look forward to working with you in helping you to achieve the goals, which motivated you to find me. The following guidelines have been established to facilitate our work together. Please feel free to ask any questions. I am here to meet your needs and offer optimal care.*

### Confidentiality

Our sessions are held in strict confidence. A release form will be used to obtain permission to speak to your physician or psychotherapist.

### Session Times

Initial consultations are usually 80 minutes. Follow up visits are 30 minutes or 50 minutes (scheduled in advance). I will make every attempt to begin sessions on time and appreciate your cooperation in ending them on time.

**Billing and Insurance Coverage** It is preferable to me to receive payment at the time or prior to your session. If you could have your check written before the session begins, we will be able to use the full session to your benefit. In some cases, I understand that it is necessary for me to bill you or another party for my services. I am happy to cooperate with you in that regard. I would appreciate payment as soon as possible upon receipt of the statement. In regard to insurance, some insurance companies cover nutrition counseling; however, many do not. If you would like, I will have a separate bill prepared for you so that you may submit it to your insurance company.

### Payment Forms Accepted

Acceptable forms of payment are credit cards, debit cards, cash, PayPal and via online payment at \_\_\_\_\_.

### Fee Schedule

The following fee schedule also applies for scheduled telephone and Skype sessions.

- Initial consultation fee is \$150 (80 minutes).
- Follow up sessions fees are: \$50 for 30 minutes and \$75 for 50 minutes.

### Office Policies

#### Phone & Skype Sessions

When you make an appointment for a phone session, I will provide you with a private phone number. If you have arranged for a Skype session—my Skype name is Jenny DeMarco. At the time of your scheduled appointment, please call or Skype me.

#### Cancellations

A 48-hour notice is required for all cancellations. With such notice, I am able to schedule someone else in your time slot. Otherwise, I am unable to fill your appointment time without adequate notice and will have to charge you the full session fee for the cancellation. I appreciate your cooperation in this regard.

#### Between Session Telephone Calls

I am available to assist you by phone for a few minutes if you need me between sessions during the week. Just leave me a message and I will return your call as soon as I can. You are welcome to leave me a short message to report your progress at any time. If you need more than a few minutes on the phone, please consider setting up an extra half session in person or by telephone that week. Unfortunately, I don't have the time flexibility to spend more than a few minutes at a time on the phone.

