

Katherine E Reeves, MA, LMFT

Washington State Licensed Marriage and Family Therapist #LF60603397
325 118th Ave SE Suite 210 Bellevue, WA 98005
425.998.8059

Policies & Procedures

Hours: Weekdays 10:00am to 4:00pm. Limited evening hours on a waiting-list basis.

Session Length: Individual sessions with or without family members present are 55 minutes. Couple and family sessions are 60 to 80 minutes.

Fees: The usual and customary fees are: Individuals \$200. Couples and Families: \$300. The initial intake appointment fee is \$300. *Payment is due at each session.*

Billing: Payment is due at each session. If you wish to submit a reimbursement request, I will provide an itemized superbill. If you have a billing question please talk to me.

Insurance and Managed Care: I do not participate in any insurance programs, and I am thus considered "out of network" for billing purposes. Many insurance companies will, after you meet a deductible, reimburse for a percentage of the cost of psychotherapy (usually 50-80%) for out-of-network providers. My qualifications are: Master's degree in Clinical Psychology; Washington State Licensed Marriage and Family Therapist #LF60603397. For out-of-network billing, I will send you an itemized receipt that you can submit for reimbursement.

Telephone: My business line is forwarded to my voicemail, and I try to return calls within 24 hours.

Emergencies: Call me and say in your message that it is **URGENT**. ***If the situation warrants immediate help, go directly to your local emergency room, and then provide my contact information to hospital staff.***

Cancellations: If you need to cancel an appointment, please let me know as soon as possible but no later than 24 hours in advance in order to avoid payment for the session. Missed sessions without a 24 hour cancellation will be considered payable prior to our next session.

I understand and agree to the above statements.

Client Signature

Date

Client Signature

Date

Katherine Reeves, MA, LMFT

Date