



**BALTIMORE THRIVES, LLC**  
**POLICY STATEMENT**

Thank you for selecting Baltimore Thrives, LLC to assist you in growing a healthier, thriving lifestyle. We pride ourselves on producing quality results for our clients. To get off to a great start, we want you to know the policies we ask of our clients and what you should expect from our practice.

**POLICIES:**

1. Fees per session are based on the following scale:

1	Intake Meeting	-	\$160.00 per hour
2	45 Minute Therapy Session	-	\$130.00
3	1 Hour Therapy Session	-	\$ 160.00
2. Payment of fees and re-scheduling are handled at the conclusion of each session. Please have checks written ahead of time in courtesy of clients following you.
3. Payment of fees are due up-front and Baltimore Thrives will assist you in collecting your insurance reimbursements when possible in a timely fashion.
4. Baltimore Thrives will provide you with an Out-of-Network Insurance Worksheet to check your benefits before your first meeting. You must take responsibility for tracking your insurance claims.
5. You will receive a Policy Statement and Personal Health Information Form by the first session. They are to be reviewed by the client and returned signed by the next session.
6. Confidentiality is discussed as part of the initial intake meeting.
7. In the case of an emergency, if you cannot reach your therapist, call 911 or go to the nearest emergency room. Please leave a message for your therapist to follow-up.
8. Shira Levy, MA, CAS, NCSP, MAPP is a Registered Psychological Associate and a Nationally Certified School Psychologist. A Psychology Associate is a Master's, ED.D or Ph.D level therapist approved to work under the direct supervision of a Licensed

Psychologist by the Maryland Department of Mental Health and Hygiene. The Licensed Psychologist supervising Shira Levy is Dr. Sam Greenberg License Number 05777.

9. Bad Weather: If your therapist cannot make it into their office due to inclement weather, they will make every effort to reach you.
10. CHANGES OR CANCELLATION POLICY: To cancel or change an appointment, there is a **24-hour advance notice required** or the regular fee will be charged to the client. This fee is generally not reimbursable by your insurance company.
11. If information regarding you is requested by a third party, no information will be disclosed without a signed release of information. However, if a treatment plan is required by your insurance company, it is understood that this document will be sent unless you direct otherwise.

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Client Signature:

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Date: