

Please read the following carefully

For the initial appointment:

- 1) Please print & complete the Patient Information Form.
- 2) Please review both the Privacy policies & Office policies; you only need to print and sign the "Summary" page to acknowledge you read and are aware of the policies. Please bring the signed pages to the initial appointment.
- 3) Please arrive 10 minutes before the appointment to complete an assessment: there will be a clipboard with paperwork for you to complete on the entry way table in the lobby. I will put a post-it note with your first name on it.
- 4) I'll come downstairs to the lobby to greet you at the scheduled appointment time.
- 5) The restroom is located upstairs. Please feel free to utilize it prior to the session so we can make the most of the session time.

Location:

- My office is located in Midtown at 2428 K Street in Sacramento 95816, which is between 24th and 25th street on K Street.
- It's an older Victorian house that has been converted to professional offices.
- The front door should be open; please walk right in. The lobby is past the staircase.
- Please text or call me if you have questions at 916-532-4368. I may be in session however I will respond as soon as I'm able.

Parking:

- There is FREE 2-hour parking street parking on K Street and along 25th Street from L to J Street.
- There is metered parking til 6pm in some areas such as on K street by the St. Francis elementary school. You can use credit/debit card or coins. The cost is \$1.75 per hour.
- I recommend that you read the street signs carefully to ensure that you are following the city of Sacramento's parking regulations.
- It is a busy area of Midtown due to shops and restaurants in the area. Please give yourself extra time to find a parking spot.

Payment:

- I take cash or checks; payment is due at the time of service. Please make checks payable to Jennie Gault, MFT.
- I also accept Visa or Mastercard. There is a 1% fee for using a debit or credit card.

Insurance:

- For Anthem Blue Cross or Aetna members; the co-pay is typically the amount listed on your insurance ID card. I recommend that you contact

Member Services to inquire about the amount of your co-pay and to find out if you have a deductible (the phone number is on the back of your insurance ID card).

- For clients who are Out of Network and have an insurance I do not accept: my policy is to take payment up front. I'll provide you with a claim to submit to your insurance company for possible reimbursement.
- Please bring your insurance ID card with you to the first appointment.

Misc:

- I have a 48-hour cancellation policy so if you need to cancel or reschedule please give me as much notice as you can. I realize that illness cannot be helped so there is leeway regarding cancellations due to being sick.
- The initial session lasts an hour, and sessions thereafter are 50 minutes in length.

I believe that covers everything. Please let me know if you have any questions prior to the scheduled appointment.

Regards, Jennie Gault, M.A.
Licensed Marriage & Family Therapist