

Initial Session Information

Please read the following carefully for the initial appointment:

- 1) Please 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.
- 3) Please email completed forms to Midtowntherapist@gmail.com prior to the scheduled session time.
- 4) 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.
- 5) 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 1.5% fee for using a debit or credit card. I use Square for payment and will send an invoice via email.
- 6) 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).
- 7) Please email or text your insurance ID card with you to the first appointment.
- 8) For clients who are Out of Network and have an insurance I do not accept: my policy is to take payment in full regardless of

your typical co-pay. I'll provide you with a claim to submit to your insurance company for possible reimbursement.

9) 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.

Lastly, 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