



*Risa L. Davis-Ganel, LCMFT*  
*Licensed Clinical Marriage and Family Therapist*

5124 Dorsey Hall Drive, Suite 202

Ellicott City, Maryland 21042

443-865-0298

[RisaGanel.com](http://RisaGanel.com)

### **General Policies**

**Fees:** The initial appointment fee is \$185 for a 60-minute session. The fee for subsequent 50-minute sessions is \$140. **Payment in full is expected at the time of service.** If longer sessions occur, the fee will be prorated. Fees for additional time, or services including travel time, will be billed at \$140 per hour. Such additional services may include, but are not limited to, consultation with other professionals, preparation of reports or correspondence, any necessary depositions or court appearances, school meetings, and phone calls lasting over ten minutes. I do not bill insurance companies directly, but will provide a statement of services for you to submit to your insurance company at your request.

Acceptable forms of payment are cash, check, MasterCard, Visa or Discover. If your check is deposited with insufficient funds, you will be charged an additional \$35 to cover the bank fees. If a check is returned by the bank more than twice during your full course of treatment, I reserve the right to refuse any future checks and an alternative method of payment will be required.

If your account is more than 30 days overdue and suitable arrangements have not been agreed to by me, I have the option of using legal means to secure payment, including collection agencies, attorneys or court proceedings. (If such legal action is necessary, the costs of such proceeding, including but not limited to, legal fees, collection agency fees and court costs will be included in the claim.)

**Cancellation Policy:** The usual per session rate is charged for missed appointments or for cancellations made with less than 24-hour notice. Your time has been reserved for you and since this is the basis of my livelihood, only with sufficient notice can I make that time available to someone else. In rare instances and at my discretion, the charge for the missed appointment will be waived due to circumstances that are clearly beyond your control. Missed appointments will be charged to your credit card that is on file. (See Financial Agreement)

**Outside Consultation:** At times it may be important for me to contact other professionals who are helping you or your child. Such professionals include but are not limited to, schoolteachers, psychiatrists, physicians or attorneys. I will not make such contact without the written permission of all participating family members.

**Phone Numbers:** The number to reach me is (443) 865-0298. I will return calls in a timely manner, between 9 a.m. and 7 p.m. Monday-Friday. I will return weekend calls on Monday, unless Monday is a holiday.

**Emergencies:** Due to the nature of my work, I am often not immediately available by telephone. I do, however, check my phone periodically for messages. Therapeutic calls are billed pro-rated at the regular fee.

If you are in need of immediate attention, please **call 911** or the **24-hour Grassroots Crisis Intervention Hotline** of Howard County at **410-531-6677** or go to your nearest hospital emergency room.

**Termination:** When it is time to stop therapy, it is important that there be time given before terminating to bring closure to the therapeutic relationship by talking about what has taken place during our time together. In most cases, I recommend that one session be held to discuss the termination of treatment.

*Keep this page for your records*