

Spiezio and Affiliates

Annette M. Spiezio, LCPC - President

1033 Augustana Drive

Naperville, IL 60565

Phone: 708.743.9729

Fax: 630.470.9164

www.spiezioandaffiliates.com

Email: annettes4@yahoo.com

Policies and Procedures Counseling Services

1. All appointments are 50 minutes in length from scheduled appointment time.
2. Office appointment fee's are \$125 per session.
 - * *Sliding scale is available based on request and need.*
 - Phone, Email and Text Messaging *consults* will be billed in 15 minute increments at \$125 per hour and carry with them a \$25 minimum fee. These methods used for *scheduling* will not be billed.
 - Medical, School and Legal letters will be provided for \$50.00 per letter.
 - Court appearances will be billed at \$125.00 per hour with a 3 hour minimum.
 - * *Be aware that phone and electronic consults are not reimbursable by your insurance carrier. For medical emergencies, please call 911 or go to your nearest hospital emergency room.*
3. Fee's are paid at the completion of an appointment/consult.
 - Credit card information is to be kept on file and will be charged immediately upon completion of appointment/consult -or- Checks are to be made payable to Spiezio and Affiliates, cash is also accepted.
4. Insurance benefits are to be collected by the client from your insurance company.
 - Clinicians can assist you with this. Invoices will be given per session.
5. Cancellations must be made 24 hours in advance or your credit card on file will be processed for the appointment.
6. Clinical records will be kept confidential and secured for five years by your individual clinicians.
7. Please call the number on the top of this letterhead with any questions.

Thank You

Annette M. Spiezio, LCPC

Spiezio and Affiliates, President

I have read and agree to the Policies and Procedures as set forth by Spiezio & Affiliates:

Date: _____

Client Signature _____ Print Name _____

Credit Card Type _____ Number _____ Exp Date _____

Security Digits _____ Billing Zip Code _____