

# Rachel Bernstein, LMFT, MEd

16255 Ventura Blvd Suite 806 Encino, CA 91436

## OFFICE AGREEMENT

The following outlines the office policies of Rachel Bernstein, LMFT, MEd. Please read the following and sign your name at the bottom.

### Payment Policy

- \* All payment is due in full before or at the time of the session unless otherwise agreed upon between the client and Rachel Bernstein. Pricing information can be found at <https://rachelbernsteintherapy.com/services--rates.html>

### Cancellation Policy

- \* Client must cancel session with at least 24 hours of notice. If the client cancels less than 24 hours before their session, the client will be responsible for the full session fee. If there is an emergency, and 24 hours notice cannot be given, please contact Rachel Bernstein.

### Scheduling Policy

- \* Please contact Rachel Bernstein directly to schedule; unless the client and Rachel Bernstein have agreed on regularly scheduled, recurring sessions, each session must be scheduled individually. Rachel Bernstein cannot promise a specific time or day of the week, but will do her best to accommodate the needs of the client.

### Privacy Policy

- \* All session material and personal information is protected by HIPAA and will not be shared unless the client is a danger to themselves or others.
- \* This practice and Rachel's approved associates will maintain proper confidentiality. Client information will be kept secure and only shared with office staff for the use of overseeing the filling out of forms, managing billing, and communication necessary for coordinating client needs and scheduling

Disclaimer: I do not provide legal advice or services and will not participate in legal proceedings, including serving as an expert witness, providing testimony, or engaging in disputes involving clients. My services are not intended for use in litigation or court matters.

Type your name in the box below to acknowledge that you have read and agree to follow these policies.

Signature

Date (mm/dd/yyyy)