

OFFICE POLICIES

- Please keep this information for future reference.
- When you come in for your session, please take a seat in the waiting room and I will come out to greet you at our scheduled time.
- The standard session lasts 50 minutes. The charge for the first session is \$115 and the charge for subsequent sessions is \$100. If you would like shorter or longer sessions, please let me know and the fee will be prorated accordingly.
- For contact between sessions, call the office number or send an email. I will check messages several times daily, except on weekends and holidays. **If you experience an after hours emergency, please call one of the following: (1) Forsyth Medical Center's Crisis Response Team at 1-800-718-3550, (2) 911 or (3) your primary care physician.**
- Please make payment, in the form of cash (exact amount), check, or credit/debit card, to the therapist at the beginning of each session. There will be a \$25 service charge for returned checks. **NOTE: Carefully read the following instructions for making credit/debit card payments. I will no longer be taking credit/debit card payments in the office. Please make payments in advance from your home computer.**
- **To make a payment by credit or debit card -**
 - **Go to my website: www.rebeccalowry.com**
 - **On left side of page, click on "Make a Payment."**
 - **Enter the amount you wish to pay, and click "Make Payment."**
 - **You will then be taken to the PayPal website where you can pay using your credit or debit card or your PayPal account if you have one.**
- If you need to cancel or reschedule appointments, notify me at least 24 hours in advance. Failure to provide 24 hour notice, except in the case of emergency (including illness), may result in a charge for the missed session. Fee for the first late cancellation or no show will be half of the normal session charge (\$50). Fees for subsequent late cancels or missed sessions will be the full session fee of \$100. Your insurance will not cover this charge.
- Please notify me if there are any changes in your address, phone number, insurance plan or marital status.
- In the event of inclement weather, I will attempt to contact you by phone regarding your session time. You may also call 794-4008 to hear schedule changes.

FEE SCHEDULE - EFFECTIVE January 1, 2010

CPT code

90801 Initial consultation	\$115.00
90806 Individual counseling	\$100.00
90847 Family or couples counseling	\$115.00
90853 Group Therapy	\$ 40.00
Review of records	\$ 60.00 per hour
Minimal phone consultation or correspondence	No Charge
Extensive phone consultation	
or correspondence more than 15 minutes	\$100.00 per hour (prorated)
First missed appointment- one-half hourly rate	\$ 50.00
Subsequent missed appointments - hourly rate	\$100.00

Insurance will not reimburse for review of records, extensive phone consultation or missed appointments.

REBECCA LOWRY, MA, LPC

2990 Bethesda Place #604A . Winston Salem, NC 27103 . Phone 336.794.4008 . rebecca@rebeccalowry.com . www.rebeccalowry.com