

ALICE R. BERKOWITZ, PH.D.

A Professional Psychology Corporation

Clinical & Forensic Psychology

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Office: (310) 659-3824 Fax: (310) 659-9217

OFFICE POLICIES

_____ I understand that a **48 (forty eight) hour notice is required** for the cancellation of (initial) the scheduled appointment **without charge** (by Friday for Monday appointments).

_____ **I will be billed for missed appointments and late cancellations** at Dr. Berkowitz's (initial) usual rates.

_____ I understand that furnishing my email address authorized the communication of (initial) potentially sensitive material via email.

_____ I understand that all accounts for which I am responsible are payable in full at the (initial) time of service. Statements will be furnished upon request: I can submit these to my insurance company for reimbursement for out-of-network benefits as covered by my health insurance plan. I hereby authorize Dr. Berkowitz to furnish my insurance carrier with all information necessary to process any insurance claims for medical services. Balances over **90 (ninety) days** will be turned over to a collection agency.

_____ I understand all disputes arising out of or in relation to this agreement to provide (initial) psychotherapy services shall first be referred to mediation, before, and as a precondition of, the initiation of arbitration. The mediator shall be a neutral third party chosen by the agreement of Dr. Berkowitz and client(s). The cost of such mediation, if any, is paid for by the client(s), unless otherwise agreed upon. In the event that mediation is unsuccessful, any unresolved controversy related to this agreement should be submitted to and settled by binding arbitration in Los Angeles County, CA in accordance with the rules of the American Arbitration Association which are in effect at the time the demand for arbitration is filed. Notwithstanding the foregoing, in the event that your account is overdue (unpaid) and there is no agreement on a payment plan, Dr. Berkowitz can use legal means (court, collection agency, etc.) to obtain payment. The prevailing party in arbitration or collection proceeding shall be entitled to recover a reasonable sum as and for attorneys' fees. In the case of arbitration, the arbitrator will determine that sum.

Signature

Print Name

Date