

# Darlene M. Graeser, PhD.

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## OFFICE POLICIES

Please initial that you have read and agree to our office policies

### Insurance Policy

As a courtesy to you, we will file a claim to your insurance company on your behalf. If you would like us to file a claim to your insurance company, we will need a copy of the front and back of your insurance card.

We do not guarantee any specific coverage. Your initials below indicate that you understand you remain responsible for any charges for which your insurance company does not reimburse and/or discount.

\_\_\_\_\_  
Initials

### E-Mail Policy

Please note that e-mails sent to me are not secure. While they are protected by patient/client privilege, and I will do everything in my control to make sure they remain private, I cannot provide an unconditional guarantee that they will remain private.

Charges:

1. I am happy to receive and respond to any emails. E-mails requiring a response that takes 10 minutes or less will incur no charges.
2. Many e-mails however, require the same thought and analysis that goes into providing therapy sessions. Therefore, any additional time beyond the first 10 minutes will incur similar charges to therapy sessions: \$160 for the first 50 minutes, prorated, \$3 per minute thereafter.

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Initials