

Kathy A. Miller, LCPC • Mindfulness Matters P.C.

Lincolnshire • Chicago • Glenview

STATEMENT OF UNDERSTANDING

I agree to the following terms, conditions, and policies regarding attendance and payment while I am a client of Mindfulness Matters, P.C. I understand that these terms apply to every appointment scheduled between myself and Mindfulness Matters, P.C.

Payment in full is expected when services are rendered.

Payment is accepted in cash or by check or credit card. Receipts will be issued upon request.

Payment checks returned NSF will result in a minimum \$50 fee to client. Thereafter, client will be required to make all payments in cash or by money order.

If monies owed to Mindfulness Matters, P.C. remain unpaid past 90 days, client's account may be sent to collections.

Session cancellations must be made a minimum of 24 hours in advance. Missed sessions and/or sessions cancelled without minimum notice will require client to pay in full for the missed/cancelled session. Emergency cancellations will be handled on a case-by-case basis.

All regular sessions run 60 minutes from the scheduled appointment time. Client is expected to arrive promptly. Clients arriving late to session will be expected to pay as usual for the full session time.

I have received a copy of this document and I understand and agree to its terms and conditions.

Client Signature

Date

Witness

Date