

Dorothy O'Keefe Diana, MSW, LCSW, LLC

37 Kings Road, Madison, NJ, 07940

Tel: 201-788-3189

NJ License # 44SC05486500

Office Policies

Payment

Full payment is expected at the time of each session. If you are seen weekly you may opt to pay monthly with payment expected within two weeks of receipt of the bill. I will prepare a monthly statement that will be ready for submission to your insurance company. Please make checks payable to: Dorothy O'Keefe Diana, LCSW. There will be \$5.00 fee for debit or credit card.

Missed Session

If a scheduled session is missed without cancellation, you will be responsible for the full fee of the session. Please note that a missed session is not covered by insurance.

Cancellations

24 hour notice by telephone message is required for a cancellation or the full fee will be charged.

My Cancellations

I will notify you as soon as possible if I am unable to attend our scheduled appointment due to illness, inclement weather, or an emergency.

Emergencies

If you experience an emergency and are unable to reach me immediately in person, call 911 or go to your local hospital or emergency room for evaluation. For your safety do not wait for me to return your call.

Termination

A planned termination with advanced notice of several sessions before ending allows for a beneficial and positive conclusion to our work. I respect your right to terminate treatment at any time but recommend that the decision to do so be a collaborative process.

I am an independent private practice therapist who offers individual and group therapy. I also facilitate a specialized therapy group with my colleague, Tara McSorley, LCSW. However, my private practice is separate and independent from Tara McSorley's private practice.

Dorothy O'Keefe Diana, MSW, LCSW, LLC
37 Kings Road, Madison, NJ, 07940
Tel: 201-788-3189
NJ License # 44SC05486500
Office Policies

Receipt of Office Policies

Please sign to acknowledge receipt of the office policies:

Name

Date

Witness

Date