



Marek Ondera, MFT (MFC 53528) - Mill Valley & San Francisco - 415.450.8446 - marekonderamft@gmail.com

OFFICE POLICIES

Please read this Office Policies form carefully. If you have any questions or comments, please feel free to discuss them with me at any time during the course of our work together. Please note that individual changes can be made if they are agreed upon and notated in advance.

DURATION OF TREATMENT

There is no standard length of treatment. Duration of treatment is individually determined based on the issues and concerns that bring you to psychotherapy, and our on-going assessment of your progress.

LENGTH OF SESSIONS

Each psychotherapy session is 50 minutes. I will be prepared to begin and end our sessions at our designated time.

PAYMENT & FEES

Payment is due at each session, unless otherwise arranged. I send out statements each month, and can send via email if preferred. My fees are periodically adjusted, and you will be notified of any fee adjustments well in advance.

My full fee for individual psychotherapy sessions is \$_____

My full fee for family or couples sessions is \$_____

CANCELLATIONS

Cancellations require 24-hour advance notice. You are responsible for payment in full of missed sessions.

INSURANCE

Since I do not bill insurance companies directly, nor am I a contracted provider with any insurance companies or managed care organization, I will provide you with a monthly statement for you to submit to your insurance carrier for reimbursement of fees already paid. Please note that insurance companies generally do not reimburse for missed sessions.

VACATIONS

Please let me know of vacations or other planned absences as much in advance as possible, so we can prepare for the interruption. I will do the same. I will also provide the name and phone number of a colleague, should you wish to speak with a psychotherapist in my absence.



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PHONE CALLS

You may always phone me between sessions when needed. Non-urgent calls are generally returned within 24 hours or the next business day. There is no charge for brief phone calls. Since I normally do not conduct psychotherapy sessions by phone, if more extensive time/contact is needed, we can attempt to schedule a session before your next regular appointment. If your call is urgent, do not hesitate to let me know. I will return your call as soon as I am able to. At any time if you are feeling unsafe or require immediate medical or psychiatric assistance, you should call 911 or go to the nearest emergency room or psychiatric emergency center.

EMAIL & TEXTING

I prefer to limit email and text communication to scheduling-related matters only in order to best protect your privacy. Information sent via the internet is not necessarily secure and/or can be intercepted by a third party. If you are concerned about this, please elect to correspond via my office phone number or in person.

TERMINATION OF THERAPY

Upon either party's decision to terminate therapy, I will generally recommend that you participate in at least one to four termination sessions. These sessions are intended to facilitate a positive termination experience and provide an opportunity to reflect on the work that has transpired. If desired, I will offer referrals to other therapists in order to ensure a smooth transition.

I have read and agree to the above Office Policies.

Signature of client (or parent/legal guardian if a minor)		Date
Printed name of client		Time
Address	Phone	
	Email	