

Sally Rudoy, LCSW, LLC
853 Broadway, #1401
New York, New York 10003
Tel: 646-863-5510

Office Policies

Payment

Payment can be made by check, cash, credit card, or online bill pay. Payment can be made at the time of each session or, if you are seen weekly, you may opt to pay monthly with payment expected within two weeks of receipt of the bill. For credit cards there is a \$5 processing fee. At the start of treatment I will ask you for a credit card authorization form to be kept on file for unpaid balances that extend two weeks beyond payment due dates. I will prepare a monthly statement that will be ready for submission to your insurance. Please make checks payable to: "Sally Rudoy, LCSW".

Missed Sessions

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

Cancellations

24 hour notification by email or voice mail 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. You are not responsible for appointments cancelled by me.

Emergencies

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

Termination

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