

## **POLICIES AND AGREEMENTS OF THE CLINIC OF NJI, INC.**

Dear Clinic Patient,

We welcome you to The Clinic of NJI, a not-for-profit facility since 1973. We would like to introduce you to some of the policies of the Clinic.

Because of our low fee policy, offered so that we can make psychoanalysis/psychotherapy available to everyone, we must charge for missed sessions: this fee policy is established so that we can maintain our clinic facility and its administration. You are responsible to alert the clinician 24 hours prior to cancelling your appointment.

As stated above, patients are expected to pay for each session. We would be happy to provide you with a receipt at the end of each month to submit to your insurance company for reimbursement on your session(s) from a licensed therapist.

Our therapists are all well trained mental health professionals under supervision in their respective fields, and many are engaged in post-degree psychoanalytic training. We also utilize the services of graduate students pursuing their masters and doctoral degrees.

The Clinic is in compliance with Health Information Portability and Accountability Act (HIPPA) to ensure patient confidentiality.

Again, Welcome!

By signing below I am stating I have read, understand, and fully agree to the policies of the Clinic of NJI, Inc.

Print Patient Name: \_\_\_\_\_

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_