

# Dr. Faith Brown

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## WELCOME TO THE BROWN WELLNESS GROUP

We are committed to your personal and professional transformation.

We find the following agreements best support our work together:

### **APPOINTMENTS:**

1. Your individual appointment time is reserved especially for you.
  - a. Rescheduling for individual sessions is expected to be made before 5pm at least 48 business hours in advance, except for true emergencies.\*
  - b. You will be financially responsible for appointments cancelled less than 48 business hours of the day of the appointment and for appointments not kept. Please note that Monday appointments must be cancelled before 5pm on the prior Thursday afternoon, and Tuesday appointments before 5pm on the prior Friday.
2. After the initial 1 1/2 hour consultation, an individual session is approximately 50 minutes unless otherwise arranged.

### **FEES:**

1. Individual fees are payable at the time of your appointment. The Brown Wellness Group is a fee-for-service practice; accepting cash and checks. Please write your checks before the session begins, so as to maximize our time together. Please make checks payable to Dr. Faith Brown. A \$35.00 fee will be charged to your account, in addition to the regularly scheduled fee for all insufficient checks. Please be advised that our office is not a participant in any medical insurance plans.
2. There is a charge for email review. Please call the office to alert us that you are emailing materials for review before your session. Always bring a hard copy to your next session. Whenever possible, please send materials the evening before the scheduled appointment.
3. Time spent in document review, research, email correspondence, or phone consultation between appointments is charged in 15-minute increments based on the hourly fee.

**PHONE CALLS:** 1. All phone calls will be returned within 24hrs. Please leave your name, number, and message with the assistant or on the voice mail at (212) 729-5653. Please do not hesitate to call back just in case your message did not come over clearly.

**COMPLETION:**

Completion is an important part of our work together. We have found it most empowering if we reserve a session to discuss the decision to complete or take a recess from our ongoing work.

I have read the above, understand the above, and agree to the above terms:

(Print Name)

(Date)

(Signature)

**\*WEBSTER'S DEFINITION OF EMERGENCY:** "An unforeseen combination of circumstances, which calls for immediate action." Let's go for emergency-free lives!

When possible with true emergencies, we will try to reschedule within the week. If we cannot reschedule within the week, a phone session may be substituted.