

**Mimi Gelb, LMFT**  
**Licensed Marriage and Family Therapist NY MFT License: 001209-1**  
**20 Squadron Blvd., New City, NY 10956 Suite 680**

**845-548-8838**

Mimi Gelb, LMFT is governed by various laws and regulations and by the code of ethics of our profession. The Ethics Code requires that we make you aware of specific office policies and how these procedures may affect you. However, many of these policies will be unrelated to the work we do together.

*Patient Rights:* Our relationship is strictly voluntary and you may leave at any time you wish. Please keep in mind that ending relationships can be difficult and closure is very important when moving on. Given this, I request that you give at minimum two weeks notice so we can conclude with a healthy and positive note.

*Limits of Confidentiality:* Sessions between therapist and patient are strictly confidential, except under certain legally defined situations involving threats of harm to self or others, and situations of child abuse, elder abuse, or abuse of otherwise dependent individuals. In the case of danger to others, I am required by law to notify the police and to inform any intended victim(s). In the case of harm to self, I am ethically bound to inform the nearest relative, significant other, or to otherwise enlist methods to prevent harm to self or suicide. In instances of child abuse, elder abuse, or dependent abuse, I must notify the proper authorities.

*Payment & Fees:* The fee for professional services is \$175.00 per hour. It is customary to pay for sessions at the time of the session, unless otherwise arranged. Payments must be in full. Acceptable forms of payment are cash or check. Checks should be made payable to Mimi Gelb.

*Telephone Accessibility & Emergency Procedures:* I will return calls during my scheduled business hours (Monday – Friday from 9am until 9pm) should you need to contact me between sessions. I can not guarantee an immediate return call, although every effort will be made to return calls within a reasonable amount of time. In the event of a phone session longer than 20 minutes, you will be charged for that session at the hourly fee. If you have a true, life-threatening emergency, call 911 for help or go to your local emergency room.

*Appointments & Cancellation Policy:* Sessions are one hour long. Should you need to cancel or reschedule an appointment, 24 hours notice is required in order to avoid being charged the full fee for the session. This is necessary because a professional time commitment is set aside and held exclusively for you.

I have read, understood, and agreed to the conditions stated above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date