

Elana Clark-Faler, MSW, LCSW  
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## Office Policies

I want to thank you for choosing me to help support you in your life. In effort to provide the highest level of care to all my clients, I have established the following office policies and guidelines. Please read the following polices and sign at the bottom.

- Please have your payment ready prior to starting the session in order to maximize your session time. I accept cash, check, Visa, Mastercard and Debt cards.
- In an effort to offer therapeutic services to a larger population, I have offered a sliding scale to a small portion of my clients. Every 3 months (or other agreed upon date) there will be a discussion to renegotiation the fee.
- To create a welcoming and calm environment, please refrain from using your cell phones in the waiting room. Please take your phone conversations out to the hallway.
- Every client is asked to sign a Credit Card Authorization Form. Your card will not be charged without your permission. It is simply on file to protect you from any outstanding balances and avoidance of any collection agency involvement.
- I do offer occasional phone support for clients that may need additional support. The first 10 minutes are free. After 10 minutes the charge is \$2.50 a minute.
- Once you have been established as a client, emails are only used for brief correspondence (e.g., scheduling purposes or announcements).

I agree to the following policies:

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Signature

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Print Name

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Witness