

*Loretta Gallo-Lopez, MA
Licensed Mental Health Counselor
806 West DeLeon Street – Suite 201
Tampa, Florida 33606
813-355-7684*

Office Policies

Payment is due at the time of each appointment unless other arrangements have been made and agreed to. You are responsible for paying the total balance of your account.

Professional services are billed based on the amount of time spent on your behalf. Charges are made for sessions, letter or report writing, court appearances, predetermined contacts with others about your treatment (or your child's treatment) and other professional services/activities requested by you.

Because your treatment requires that time be reserved exclusively for your benefit, a 24-hour notice is required if you need to cancel or reschedule an appointment. If an appointment is missed without at least a 24-hour notice, you will be charged the full cost of your session.

Please do not bring children to your appointment as no one is available to supervise them in the waiting area.

If your child is being seen for an appointment, please do not leave the waiting area unless arrangements have been made in advance with the therapist.

In a life threatening emergency please call 911. For other after hours emergencies **only**, Loretta can be reached via cellular phone # 813-355-7684. If for any reason you are unable to reach Loretta at this number, please call the Hillsborough County Crisis Hotline at 813-272-1234.

I understand and agree to these policies.

Signature

Date