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## **Practice Guidelines**

### **Fees**

*My fee is \$115 per 45 minute session. Payment is due directly to me each session unless we have made other arrangements. I accept cash, checks or credit cards. If you wish to use your private insurance coverage, I will provide an itemized bill that will have the information necessary for you to file with your insurance company. As a courtesy to you, I can file your insurance claim for you but payment is due at time of your appointment.*

*I am a Medicare provider and I will file claims for clients using their Medicare benefits.*

*In case of unusual financial hardship, please let me know so we can discuss possible options in order for you to continue your therapy.*

### **Missed Appointments**

*Your appointment time is time I have set aside specifically for you. If you miss your appointment or if you cancel with less than 24 hours notice, you will be expected to pay the full fee for the missed session. The fee for the missed session may be waived if a make-up session can be scheduled within a week of the missed session. I will do my best to make time available for make-up sessions but I can not guarantee that I will have a time open. In the case of inclement weather, I may need to contact you to cancel your session or, if you feel the conditions are too unsafe for you to travel, please call and let me know that you are not coming. In either case, you will not be responsible for payment for sessions missed due to inclement weather.*

### **Voicemail and email contact**

*I listen to my voicemail on a daily basis and return phone calls within 1 business day. If you have an urgent need over the weekend or over a holiday, I will return the call outside of business hours.*

***In the case of an emergency, please call 911 or go immediately to the nearest hospital emergency room.***

*I accept email but due to lack of privacy concerns, please limit email to scheduling issues and do not include additional personal information.*

***The decision to begin therapy is an important step in creating positive changes in your life. I respect the time, money and energy that you are investing in yourself and will be happy to answer any questions that you may have about psychotherapy.***