



Stephen Ross, PsyD, HSPP
Licensed Clinical & Forensic Psychologist
Diplomate in Clinical Psychology
American Board of Professional Psychology
Licensed Clinical Addiction Counselor

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Licensed Clinical Psychologist

Clinical & Forensic Psychological Services of IN, PC

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260.436.4100
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Dear Patient or Forensic Client:

Welcome to Clinical and Forensic Psychological Services. It's the intent of Dr. Ross and Dr. Mayle to provide you with high quality clinical and forensic psychological services. Choosing to see a psychologist is a very important decision whether it is for individual or family therapy, psychological testing, or a forensic evaluation.

We would like to emphasize several important points:

1] Your records are confidential and cannot be obtained by anyone without your written consent. However, Indiana law requires that we report to the authorities incidents of suspected child physical abuse, neglect, sexual abuse of children, and/or other activities which require reporting by our . Feel free to discuss these exceptions with Dr. Ross and Dr. Mayle.

2] Our staff has limited office hours. Much of his work is done outside of the office. If it is important that you contact us for **urgent** reasons, call Dr Ross at **436-4100** or Dr. Mayle at **418-5336**. Leave a return number for the Doctor on their voicemail and you will receive a return call promptly

3] Keeping scheduled appointments with our doctors is very important. If you or your family members are sick, please call and cancel as soon as possible. Likewise, if Dr. Ross or Dr. Mayle are sick or required to go to Court, they will contact you as soon as possible. Late cancellations [less than 24 hours notice] or no-shows will result in **you** being billed for the time set-aside for the appointment.

4] We expect payment **at the time of service**, including any co-payments required by your insurance. Co-payments cannot be waived. Our Clinic's fees (effective 11/2008) are:

Initial evaluation (60 minutes)	\$150
Individual therapy (60 minutes)	\$130
Family therapy	\$130 per hour
Individual or family therapy (75 minutes+)	\$190
Psychological testing	\$160 per hour
Forensic evaluations	\$200 per hour (Dr. Ross)
	\$175 per hour (Dr. Mayle)
Late cancellations/no-shows	\$75

Please discuss with Drs. Ross or Mayle any concerns you might have about your charges.

5] Your insurance is an arrangement you have with your insurance company. If they require pre-authorization, it is **your** responsibility to contact them. If necessary, your doctor will discuss your treatment and diagnosis with them to facilitate reimbursement. The least amount of information will be given to your insurance company to insure your privacy. **Please make a copy (front and back) of your insurance card and bring it to your first appointment**

Please complete the accompanying paperwork, sign where indicated, and mail it **prior to** your first appointment, if possible.

Directions been provided for your convenience

We look forward to serving your needs.