

Laura Gardner, MFT Intern
2025 Lincoln Street
Berkeley, CA 94709
510.594.4300

The Office: The office is located at 2025 Lincoln Street in Berkeley between Shattuck Ave. and Milvia St. The entrance is to the left, around the back of the front house. I will give you the door code to enter the waiting room.

Appointments: A session is 50 minutes, unless we've agreed to 80 minutes (in the case of couples and families). Therapy is most helpful when you come to sessions at least once a week. If you are unable to attend a session, please give me at least 24-hours notice by calling 510-594-4300. Without 24-hours notice, you will be charged for missed appointments. If you are more than 15 minutes late for a session and haven't called, I will assume you are not coming.

Fees: In our first session, we will set your fee. The fee is due at each session, unless you want to pay for the month in advance at the first appointment of the month. Your fee may be revisited any time your financial situation changes. If paying by check, please make it payable to "Marsha Hiller." If a check cannot be deposited because of insufficient funds, you will be responsible for the original amount plus a \$25 service fee for each returned check. After two returned checks, you will need to pay in cash for any fees and subsequent sessions.

Telephone Messages: You can leave messages for me at any time at 510-594-4300. Please let me know in your message if you want me to call you back and a few times I can reach you. I will call you back as soon as I can. I don't charge for short (<10 minute) check-in calls. If we need more time than that, it's usually best to schedule a session.

Confidentiality: I may not disclose any information regarding your course of treatment except to my supervisor, Marsha Hiller, unless:

- 1) You consent in writing (to consult with your former therapist, psychiatrist, nutritionist, primary care physician, etc.)
- 2) I am legally bound to report cases of child, elder, or dependent adult abuse.
- 3) I am legally bound to report cases in which I suspect clear and serious threats to yourself or others.
- 4) A court subpoena may legally require access to a psychotherapist's files.