



KEITH A ERICKSON, PHD

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Office Policy and Procedures

Welcome! The following outlines office policies and procedures. ***Please be sure that you read everything carefully and raise any concerns you have.***

Fees and Insurance

I am not a participating provider in any panel or preferred insurance network. I am not able to accept reassignment of benefits from any insurance companies. This means that you are responsible for paying your bill at the time of service and are in charge of submitting for reimbursement with your insurance company, should you choose.

You will be supplied with a statement that you can submit to your insurance company. It will include all of the information typically requested by insurance companies. ***If you plan on submitting claims for therapy to your insurance company, it is highly recommended that you contact your plan to establish eligibility and to determine benefits prior to beginning treatment.*** I will be happy to assist you with completing authorization requests, treatment plans or other paperwork required by your insurance provider.

Payment due at each session. Payment is accepted by Cash, Check, or Credit Card.

Fee Schedule

Individual Session (50 minutes) \$200

Couples Session (50 minutes) \$200 (75 minutes) \$300

Between session communications (phone or electronic) longer than 10 minutes will be billed prorated.

Attendance and Cancellation Policy (Important)

Typically, we will set up a regular weekly time to meet, which I reserve for you. If you need to cancel a session and can notify me 48 hours in advance, I will not charge for that session. ***If you cancel within 48 hours of the appointment, I will charge for the missed appointment,*** unless we are able to reschedule the session prior to our next scheduled meeting. Payment for the missed session is due at the next scheduled session to avoid building up a balance. It is always my preference to meet rather than charge for a missed session and I will do everything I can to reschedule. Please feel free to raise any questions or concerns you have about this policy.

Contacting Dr. Erickson

I am available by phone, text or email. I will do my best to respond in a timely manner. It works best to limit email and text contact outside of therapy to addressing scheduling or other logistical issues. I'm not able to respond as thoughtfully and deeply as I would like to important emotional issues in that format. I prefer to address substantive material in the session. If you are experiencing an emergency and you cannot reach me, please take appropriate action such as calling 911 or heading to your local urgent care center or emergency room for assistance.

Please raise any questions or concerns you have about my policies.