

**A PLACE TO TALK**  
**COUNSELING SERVICES BY RUTHANN PARVIN, PH.D.**  
**2925 S. E. Taylor**  
**Portland, Oregon, 97214**  
**503 234 5687**

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Date and time of appointment:

Fee: see below

I am looking forward to meeting you at my office, 2925 SE Taylor. (Taylor is 4 blocks north of Hawthorne and 2 blocks south of Belmont.) My office is in a turn of the century white, purple and blue house between two apartment buildings. Use the wooden wheel chair accessible ramp way on the west (or town side) of the house to get to my office. When you arrive, ring the doorbell. Enter the office, make yourself comfortable in the waiting room and make yourself a cup of tea or coffee if you would like. Feel free to look at the library of books in the waiting room until I am available.

I am enclosing some information about my office and some forms for you to fill out. Many people feel that filling out some of the forms actually helps them get ready for therapy and I will use them to help me get an idea of what is going on with you more quickly, thus making your therapy session more efficient and cost effective for you. Please bring the forms with you (do not email them). If you feel uncomfortable answering any of the questions, please leave them blank.

Because the finances of counseling and insurance are very complex and can get mixed into a sense of whether a counselor cares about you, the client, I like to be clear about my policies so that there are no misunderstandings.

- If you plan to use insurance, it is your responsibility to call to make sure that I am able to bill your insurance company. Some insurance companies have panels of providers that their insurees must see if their therapy is to be paid for by the insurance company. I am on some of these panels and not on others. When you call, make a written note of the time, date, and person with whom you speak. Ask if you have a deductible, if you need a certification/authorization number, how many sessions you have and what your co-pay or co-insurance is. Please bring your co-pay each session and give it to me at the beginning of the session.
- If you do not plan to use insurance I would like to receive payment each session.
- ***Your appointment time is reserved for you. If you reserve a time you will be expected to pay for it unless I can schedule someone else into that time after you cancel (or unless you are sick or have had a major crisis that prevented you from calling sooner). Insurance does not pay for missed sessions.***
- My standard fee is \$150.00 a session unless we negotiate a different fee. Generally, the first session is considered an evaluation of the problem and is charged at \$220. Please call if you have questions. If you are paying for your own therapy rather than using insurance, please ask about cash discounts. I am only able to process checks, cash or money orders.

Now that I have finished the business part of this letter, let me say again that I look forward to meeting you and working with you.

Sincerely,

RuthAnn Parvin, J.D., Ph.D.

Licensed Clinical Psychologist