

**LOURDES ORTIZ, LCSW-R**

1560 Pelham Parkway South, #1Q, Bronx, NY 10461  
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(212) 252-2745

**Some Guidelines about Your Therapy**

Welcome to therapy. As we proceed with or initiate therapy, I want to explain a bit about how therapy “works” and how I manage the “nuts and bolts” of my practice. Please read these guidelines carefully. After discussing any and all questions with me, please sign your name.

I can be reached at 212 252 2745. I will get back to you within 24 hours. If your call is urgent, please indicate on your message. If you need immediate emergency assistance, call 911 or contact your local emergency room. When leaving a message, be sure to leave your name, complete phone number, and when you can be reached in person.

Generally speaking, once you are in my office, you set the agenda. During our initial work, I will help you establish realistic goals and offer guidelines based on your individual needs, (e.g., a brief focused agenda versus an open-ended effort to reduce suffering, improve relationships, manage a personal, vocational crisis, or transcend a life transition).

Please inquire about your evolving goals and progress. Additionally, do not hesitate to discuss with me mechanisms for attaining services and greater assistance from and for loved ones, friends, and co-workers.

Therapy sessions will last forty-five to sixty minutes. If you arrive late to your appointment, we will proceed until the end of your designated time. In the event, I am delayed due to an emergency or urgent call I will extend your session or make up time so that your therapy is not compromised.

Phone consultations will not exceed 10 minutes during non-office hours. A phone session can be arranged when necessary.

I will try to advise you of my holiday and leave schedule in advance.

**Fees:** The fee for psychotherapy is negotiable. Payments are due at the end of each session. Checks are payable to me: **Lourdes Ortiz, LCSW-R**. Should an insurance company assist you, it is expected that you will pay your co-payment each session. Please be sure to discuss all questions about your financial plan with me. I make every effort to arrive at a reasonable and consistent arrangement that works for both of us.

**Cancellation:** I do carefully limit the number of clients with whom I work. I do not charge for missed visits but do require the courtesy of notification of cancellation at least 24 hours prior to the scheduled appointment.

If you have further questions about these or other matters, please discuss them with me. I look forward to working with you.

I \_\_\_\_\_, have read and agree to the terms of Lourdes Ortiz' guidelines.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

Lourdes Ortiz, LCSW-R