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#### Cancellation Policy\*

A 48 hour cancellation notice is expected for any appointment you must cancel. Any appointment not cancelled within that time frame will be the full responsibility of the patient and the full session fee will be charged.

\* If you need to cancel on short notice and are able to reschedule within the same week, you will not be charged the cancellation fee.

#### Appointments

Standard appointments are 45 minutes. Telephone sessions are available when the need arises.

#### Insurance

Knowledge of your out-of-network insurance coverage, including deductibles and co-insurance is your responsibility. If you are unsure about insurance coverage or practices I am available to assist and help clarify any questions. You may also call the customer service number for your provider. As an out of network provider, I will provide billing statements with all required information which will enable you to seek reimbursement directly from your insurer.

#### Fees

Reimbursement rates, deductibles, etc. are set by your insurance company if you are using out-of-network benefits. We will discuss out-of-pocket fees during your consultation.

#### Phone Calls

Typically calls are returned the same day, although occasionally, it may take up to 24 hours to return a call to you. If you are having a mental health emergency, please call 911 or go to your local emergency room.