

Beach Counseling, LLC
Mariadonna Litwak, MSW, LCSW
2130 Hwy. 35, Bldg. A114
Sea Girt, NJ 08750
(908) 309-2529 (private cell)
(732) 974-5540 (fax)

Office Policy

Scheduling Appointments: Standard appointments are 50 minutes long. When you call to schedule an appointment, please leave your name and a telephone number where you can be reached, even if your number is on file. If you are unable to keep a scheduled appointment, please give 24 hour advance notice, or you will be responsible for the full session fee.

Contact Information: The office number is (908) 309-2529, which is a private cell phone with a confidential voice mail. I will return all calls within one business day. The fax number is (732) 974-5540. If you are calling with a life-threatening emergency and I am not available, please call 911 or go immediately to the nearest hospital emergency room.

Confidentiality: All professional contacts with me are safeguarded by confidentiality regulations. However, there are exceptions to confidentiality which include, but are not limited to, the following:

- Instances involving abuse to a child, elderly or disabled person
- Situations in which a client is judged to be threatening serious harm to him or/herself or others.
- Judicial proceedings involving a court order to testify.

In these instances, I am required to inform appropriate authorities to insure the safety of the client and others, or to comply with a court order. A more comprehensive statement of the limits of confidentiality will be given to you at your first visit.

Payment Options: Please check with the office to determine if I can accept your insurance prior to your initial visit. If I cannot accept your insurance, I will help you to receive reimbursement for my services by providing you with a receipt that you can submit to your insurance company. As insurance company guidelines vary, please contact your insurance company regarding your coverage prior to your initial appointment.

- If I do not accept your insurance, I would be considered an “out-of-network provider”. This means that you should be reimbursed by your insurance company at the rate your policy cites if you are allowed to see an out-of-network provider and your deductibles have been met. Insurance companies recognize my credentials as a Licensed Clinical Social Worker who can perform mental health care, but not all insurance companies allow you to use an out-of-network provider.
- Frequently the actual cost differential is small when using an out-of-network provider as opposed to using an in-network provider once the deductibles, co-pays and limits on allowable sessions are factored in.
- Many clients elect to pay for services privately. If this is the option that you select, I will give you a receipt for payment.
- **Payments are made by check or by cash at the time of the session or in advance.**

I understand that my treatment is being provided by Mariadonna Litwak, MSW, LCSW, NJ License: 44SCO5269500.

Client Signature: _____

Date: _____