

**Naoji A. Watson, Psy.D.**  
**Licensed Clinical Psychologist**  
**5901 Kingstowne Village Pkwy, Suite 300**  
**Alexandria, VA 22315**  
**(571) 384-6304/ Fax (571) 384-6309**

**Office Hours:** I am typically in the office during regular business hours, and I only return phone calls and emails during that time period. If you have a psychiatric emergency, you are to call 911 or admit yourself to the nearest emergency room.

**Cancellation Policy:** I have a 24 hour cancellation policy if you are unable to make your scheduled session. Insurance companies will not pay for missed sessions; therefore, you will be responsible for all missed session fees. If you cancel your session with less than 24 hours notice, you will be charged \$75 per scheduled hour. Please note that I only check my voicemail during regular business hours, and all cancellations for Monday appointments must occur by 3pm on Friday in order to avoid late cancellation charges. If you do not show up for your session, or cancel after the session begins, you will be charged \$75 per hour scheduled. For psychological testing patients, sessions are typically scheduled for 2-3 hour time blocks, and cancellation charges will reflect \$75 per hour scheduled. I will only wait for 15 minutes following your session start time, unless you have spoken to me and notified me of when you will be arriving. Repeated late notice cancellations and/or no shows for sessions will result in termination of continued treatment.

**Weather Policy:** If Fairfax County Schools are closed due to inclement weather, please check my voicemail to determine if appointments are still being held. My voicemail will indicate whether or not appointments will continue as scheduled by 8am.

**Treatment of Minors:** A parent/guardian, or other responsible caregiver, must remain in the waiting room throughout sessions for children ten-years-old and younger. Sessions are 45 minutes in length, so caregivers should plan accordingly if you do plan on leaving during older children/adolescents' sessions. If a minor is not picked up within 20 minutes following their scheduled session time, the Department of Family Services and/or the Police Department will be contacted.

**Psychological Testing of Minors:** A parent/guardian, or other responsible caregiver, must remain in the waiting room throughout testing sessions for children ten-years-old and younger, unless prior arrangements have been made. If you do plan on leaving during older children/adolescents' sessions, please make sure you have returned prior to the end of the scheduled testing time. If a minor is not picked up within 20 minutes following their scheduled testing time, the Department of Family Services and/or the Police Department will be contacted.

**Returning Testing Forms:** Most psychological evaluations will consist of an in-person portion of the testing, along with self-report, parent-report, teacher-report, and/or observer-report measures. These forms are provided at the time of the in-person evaluation and are an essential component of the psychological testing process. It is important to carefully and fully complete each form, and to return them as soon as possible. If too much time elapses between the in-person portion of the testing and when the forms are completed it decreases the validity of the testing process. Therefore, forms should be returned within two weeks following the testing date unless you have contacted me and I have approved an extension. If the forms have not been returned within two weeks of the in-person testing date a summary of the results from the other testing measures will be placed in the file and the chart will be closed.

**Fees:** There are times when requested services are not covered by insurance plans. The following is a list of my fees for common services.

Phone Consultation: \$30/15 minutes; Paperwork: \$30/15 minutes

Forensic: My fee for appearing in court is \$2000 per day. The fee is due no less than two weeks prior to the court date in question. The fee is non-refundable, even if the hearing is cancelled, since I will already have cleared my schedule and spent time preparing for testifying. Once the fee is paid to Prince William Family Counseling it will not be returned under any circumstances. Other forensic work (e.g. letters to the court, phone consultation with attorneys) are charged at a rate of \$100/hour.

I, \_\_\_\_\_ (name of patient or guardian as applicable), agree that I have read, understand, and will abide by the aforementioned policies and procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Patient (if applicable): \_\_\_\_\_