

## Dr. Michele Lob PsyD., MFT

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Dear Client,

Welcome to the practice of Dr. Michele Lob. This letter is intended to inform you of my current billing procedures.

### ***Forms of Payment:***

I accept the following forms of payment: Visa, MasterCard, Discover, and Electronic Checks. Please indicate your preferred form of payment on the *Electronic Payment Authorization* form. The Electronic Payment Form will be securely stored in your clinical file and may be updated upon request at any time. Your session fees will be deducted from the account designated on this form. **Please be aware that all transactions will read 'Therapy Partner Corporation' on your bank or credit card statement.** Therapy Partner is the merchant who processes credit card and e-check transactions.

### ***Monthly Statements:***

You will receive monthly statements via email for all sessions attended within a calendar month.

If you require any further information, please do not hesitate to contact me.

Sincerely,

Dr. Michele Lob