

**Leigh S. Rosenberg, Psy.D. PLLC
Licensed Psychologist (FL PY3608)**

Office Information & Policies – 2025

Harbour Bend Office Phone:	407-362-5930
Harbour Bend Office/Mailing Address:	2941 West SR 434, Suite 300 Longwood, FL 32779-4415

After Hours / Emergency Contact Numbers

To leave a voicemail during or after business hours: 407.362.5930

To contact Dr. Rosenberg in a clinical emergency: 407.617.8020.

E-mail & Websites

To send an Email to Dr. Rosenberg:

Use the confidential TherapyAppointment Patient Portal
(if necessary, send your message to: psychlsr@hotmail.com)

To set /change/check appointments on-line

Use the confidential TherapyAppointment Patient Portal
(Click on the highlighted link “TherapyAppointment.com”
on the face page of my website: www.activecoping.com)

2024 Appointment Availability

Tuesdays: first appointment 10 AM, last appointment 6-7 PM

Wednesdays: first appointment 10 AM, last appointment 6-7 PM

Thursdays: first appointment 10 AM, last appointment 6-7 PM

Mondays and Fridays: appointments by special arrangement only

Saturdays and Sundays: no appointments; crisis availability only

Appointment Setting: You may schedule one or multiple sessions (after initial appointment) at the office or by using the link to TherapyAppointment.com on my website - www.activecoping.com. In order to access this option, you do need to respond to your emailed invitation to access the TA Patient Portal.

Appointment Reminders: Appointment reminders can be sent to you by Email, text, or phone the day before your scheduled appointment. Your authorization (along with preferred method to contact you) is required; see New Patient Information Form. These appointment reminders are a courtesy; they do not substitute for your responsibility to remember your appointment schedule. You can always check your appointment schedule, at any time, by signing onto the Patient Portal.

Office Information & Policies – 2024 [continued]

Cancellation-No Show Policy: You are financially responsible for fees for each psychotherapy time slot you schedule, whether this be by insurance coverage or out-of-pocket payment. A session time is considered cancelled if you do so 48 hours prior to the scheduled session time. Your failure to cancel a session according to these parameters and/or being a “no-show” for forgetting a scheduled time slot, will result in an out-of-pocket fee of \$100 being assessed to your account. Insurances cannot be billed for this fee. Dr. Rosenberg will determine if a medical/family emergency will result in waiver of this fee.

Payment Policy: If you are paying for psychotherapy treatment services without using insurance(s), payment is due at the time of service delivery. If you are using insurance(s) to pay for psychotherapy, it is your responsibility to provide accurate, updated insurance information, as well as pay all copayments at the time of each service delivery. Invoicing can be arranged as needed.

Psychological evaluation fees will be paid as follows: 50% of the fee is due at the initial appointment. Payment of the balance of the fee is due prior to report being released. If you would like a Superbill to submit to an insurance company, that can be provided upon request.

Requests for completion of disability forms will require you to pay a fee based on time needed to accomplish the task. You will be billed directly; payment is required before the paperwork is released.

Requests for completion of clinical/legal paperwork will require you to pay a fee based on time needed to accomplish the task. You will be billed directly; payment is required before paperwork is released.

If you need special financial considerations, this must be pre-arranged with Dr. Rosenberg.

Payment Options: Cash, Check, Debit Card, Credit Card (MasterCard, Visa, Discover, American Express). You may make payments online, securely, using the “Make A Payment” link on my website.

**Leigh S. Rosenberg, Psy.D. PLLC
Licensed Psychologist (FL PY3608)
2941 West SR 434, Suite 300
Longwood, FL 32779-4415
www.activecoping.com**

**To leave a voicemail during or after business hours: 407.362.5930
To contact Dr. Rosenberg in a clinical emergency: 407.617.8020.**