

MARGARET V. MOORE, LCSW

OFFICE POLICIES

I am a Licensed Clinical Social Worker in the State of New Mexico and have been in Private Practice for over 30 years. Some things that you should know about our work together include office hours and emergency calls.

Clients are seen Monday – Thursday between 11am- 5pm. The Office is usually closed on Fridays with the exception of one Friday a month from 11 am-2 pm. If you need to reach me after hours or on a weekend call the office number (505) 247-8915 and you will be directed to the mobile number where you can reach me. If you are having an emergency it is best for you to call the UNM Mental Health 24 hour Psychiatric Emergency Service at (505) 272-2800 or go to the nearest Emergency Room.

My practice also includes training responsibilities and conferences that often take me out of town. When I am not available there will be a professional colleague on call for me and that name and number will be on the answering machine in my office (505) 247-8915. If you need to be seen by my “on-call” colleague you will be responsible for their fees, which may be reimbursable from your insurance company.

In the event that I am not able to continue my practice due to unforeseen circumstances you will be contacted by a designated colleague who will also be a Licensed Mental Health Therapist.

All records are kept for 10 years, with the exception of children’s records which are kept for 10 years after they reach majority.

If we complete our work together but you need to come back at another time you are always welcome and if there is a waiting list you will be given priority over new clients.

All insurance billing for my services are through MMBS . If you need to contact Evan Moore you can reach him at (505)270-6935.