



PRACTICE POLICIES

APPOINTMENTS AND CANCELLATIONS

Please remember to cancel or reschedule 48 hours in advance. You will be responsible for the entire fee if cancellation is less than 48 hours. This policy is in place because we still have all the expenses related to your appointment even if you do not come, such as use of the office space, and it allows for another patient or family to receive services. Thank you for your understanding and cooperation.

The credit or debit card information you provide in this intake will be used to charge appointments that are *missed and/or not cancelled* at least 48 hours PRIOR to the appointment. If you are late for a session, you may lose some of that session time.

The standard meeting time for psychotherapy is 45 minutes. Requests to extend the session to 90 minutes must be discussed with the therapist in order for time to be scheduled in advance.

If you are unable to keep your appointment and wish to cancel or reschedule, PLEASE contact me directly by phone call, email or text.

NO SHOW POLICY

I attempt to contact clients who have no-showed for an appointment. However, if you no-show and I am unable to contact you, your next scheduled appointment may be given to another client as needed. No shows will be billed for a full session. Payment for missed/late cancellations will be charged to the card on file. This fee must be paid in full before your next appointment can be scheduled, unless we have made other arrangements.

If, during the course of treatment, you no-show for two appointments in a row, you will receive notification informing you that your session slot will be made available to other clients, but to call if you're interested in making another appointment. I will do my best to accommodate your needs at that time. If missing and late appointments start to affect the nature of our work together, I reserve the right to refer you to another therapist.

FEES

The Initial Diagnostic Interview fee is \$225. Individual Therapy sessions are \$175 per session and \$200 for a family/couples/parent session. If we decide to meet for a longer session, I will bill you prorated on the hourly fee. Emergency phone calls of less than 10 minutes are normally free. However, if we spend more than 10 minutes in a week on the phone, if you leave more than 10 minutes worth of phone messages in a week, or if I spend more than 10 minutes reading and responding to emails from you during a given week I will bill you on a prorated basis for that time.

In the event of a future raise in fees, I will notify you of this several months in advance. I am not willing to have clients run a bill with me. I accept payment in the form of cash, personal check, Visa, Mastercard, Amex and Discover. I can also accept FSA/HSA cards. Receipts for credit card and cash will be emailed to you unless we make other arrangements.

I charge administrative fees for records that require compilation in the event they need to be sent to a third party. (i.e., another provider, attorneys, courts). I never send the original records (unless a subpoena specifies as such) but rather compile a report/treatment summary first. A release of records must be signed by you.

IN CASE OF EMERGENCY | DEFINITION OF “EMERGENCY”

I am generally not available after business hours, unless I am expecting your call. If you are experiencing an emergency outside of my regular office hours, please call and leave a message. I define “EMERGENCY” as a time during which you fear you may harm yourself or others. If it is not an actual emergency, but you must speak with me, please contact me and we can set up a phone appointment or email consult. I will make every attempt to return the call within 24 hours.

If you believe that you cannot keep yourself safe, please call 911, or go to the nearest hospital emergency room for assistance.

SOCIAL MEDIA AND TELECOMMUNICATION

Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from patients on any social networking site (Facebook, LinkedIn, etc.). I believe that adding patients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. I do, however, have a business page for the practice where helpful information is posted, and you are welcome to follow that page. If you have questions about this, please bring them up during a session and we can talk more about it.

EMAIL AND TEXTING

If you elect to communicate with me by email, please be aware that email is not completely confidential. All emails are retained in the logs of your or my internet service provider. While under normal circumstances no one looks at these logs, they are, in theory, available to be read by the system administrator(s) of the internet service provider. Any email I receive from you, and any responses that I send to you, will be kept in your treatment record, and are part of your clinical file. Lengthy emails that take more than 10 minutes for me to read and respond to, will result in a charge based on my session fee. ***Please be advised that I do not check and return emails or texts on weekends.***

TEXTING

Texting is a convenient way to set up, change, and cancel appointments. I encourage patients to text my office number for scheduling purposes only. Please be advised that texting is not completely confidential, as most mobile carriers keep a record of these interactions. I cannot provide advice or counseling via text.

TELEHEALTH APPOINTMENTS

I am available to provide phone and/or video chat appointments under certain circumstances, at my discretion. Please be advised that any teletherapy cannot have guaranteed confidentiality, as phone companies and internet providers are not HIPAA compliant. I make every effort to make telehealth sessions as confidential as possible.

MINORS

If you are a minor, your parents may be legally entitled to some information about your therapy. I will discuss with you and your parents what information is appropriate for them to receive and which issues are more appropriately kept confidential. I strive to protect your privacy and maintain trust, so you will always be advised when and what information will be shared with your parents.

TERMINATION

Ending relationships can be difficult, even if it is a good ending (such as a graduation). Therefore, when the time comes for our therapeutic relationship to end, we have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. I may terminate treatment after appropriate discussion with you and a termination process if I determine that the therapy is not being effectively used or if you are in default on payment. I will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, I will provide you with a list of qualified therapists to treat you. You may also choose someone on your own or from another referral source.

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.

Signature

Date