

Office Policies

As a licensed Marriage and Family Therapist (MFT), I am governed by various laws and regulations and by the code of ethics of my profession. The Ethics Code requires that I make you aware of specific office policies and how these policies may effect you. However, many of these policies may be unrelated to our work together.

Treatment Modality: Your treatment will involve one or more of the following types of psychotherapy: individual, family, group, couple and/or play therapy. When appropriate, psycho-educational topics may be discussed in treatment. These topics may include, but are not limited to; sex education and alcohol and/or substance abuse treatment.

Limits of Confidentiality: All dialogue and treatment records will be held in strict confidence, except under certain legally defined situations involving threats of self-harm or harm to another, and cases of child abuse, elder abuse, or abuse of otherwise dependent individuals. In addition, information may be released if I am ordered by the court to make your records available.

Fees & Payment: It is customary to pay for sessions at the time of the session, unless otherwise arranged. When fees for services are not paid in a timely manner, collection agencies may be utilized in collecting unpaid debts. The specific content of the services (e.g., diagnosis, treatment plan, case notes, testing) is not disclosed. If a debt remains unpaid it may be reported to credit agencies, and the client's credit report may state the amount owed, time frame, and the name of the clinic.

Insurance: If insurance is used it may be necessary for me to release information to the insurance companies or employers for the purpose of verifying insurance coverage or processing claims. Information that they may request includes type of services, dates/times of services, diagnosis, treatment plan, description of impairment, progress of therapy, case notes, and summaries.

Please notify me as soon as possible of any changes to your insurance.

Court Testimony: As a therapist, I do not provide services in contemplation of legal proceedings. It is my policy **not** to become involved in any court proceedings including child custody evaluations. In the event that you choose to subpoena me to appear at and/or testify in court, and/or a deposition, regardless of the nature of the case, you agree to pay a flat non-refundable fee of \$500.00 at the time the subpoena is served, which secures my commitment for a half-day. Additional required court time will be billed at \$125.00 per hour. The time that I spend preparing, copying and mailing documents including records, letters and reports will be billed at \$125.00 per hour.

Appointments & Cancellation Policy: Sessions are available Monday thru Friday by appointment only. I cannot accommodate walk-in appointments. Sessions are 50 minutes long. To get the most out of your session please be on time, as I cannot go over the scheduled 50 minutes. If you need to cancel or reschedule an appointment, please notify me 24 hours in advance in order

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to avoid being charged for a missed session. You will be charged your assigned fee for missed sessions or sessions cancelled with less than 24 hours notice. In addition, excessive missed appointments will necessitate the termination of treatment.

Benefits and Limits of Treatment: In general psychotherapy is a process of change directed toward increased self-awareness, improved functioning and personal growth. It is a joint effort between the client and therapist and when appropriate may include; partners, spouses, siblings, parents and friends. The therapist contributes their knowledge and skill and the client (and significant others when included) brings specialized personal knowledge and a commitment to increase personal and/or family strengths. The direct benefit of therapy can include enabling the client to initiate and maintain changes in his/her personal life or to cope more effectively with life situations.

At the same time, the client's participation in this process may involve certain risks. For example, talking with a therapist may open up levels of awareness that could elicit negative emotions including, but not limited to, fear, anger, depression, anxiety and frustration, which in children or adults may manifest in negative behaviors. Additionally, changes that the client chooses to make may produce disruptions in their relationships or turmoil in their present life situations.

I have read, understood and received a copy of the Office Policies Form.

Client's Signature Date

Client's and/or Parent's/Guardian's Signature Date