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PSYCHOTHERAPIST-CLIENT SERVICES AGREEMENT 2013

Welcome, please read the following information carefully and ask any questions you may have. This agreement contains information about my services and policies.

Psychotherapeutic Services

I am a Licensed Clinical Social Worker who has been in clinical practice for over 25 years. I work within a variety of treatment modalities. If the problems you or your family experience are outside of my expertise, I will help you with appropriate referrals to other professionals.

Psychotherapy is not easily described in general statements and varies depending on the mix of personalities and problems. Psychotherapy can have benefits and risks as it often involves discussing unpleasant aspects of your life, and you may experience uncomfortable and intense emotions. On the other hand, psychotherapy has been shown to have many benefits including solutions to specific problems, better relationships, and significant reductions in feelings of distress. However, there are no guarantees of what you will experience.

The initial evaluation, or diagnostic interview, will last about 60 minutes and includes evaluation of needs and a first impression of what the treatment plan will likely include. During this period you are able to evaluate information about my work and formulate your own opinions as to whether you feel comfortable with my style. Second opinions are always encouraged if desired, and referrals are readily available if you feel your needs would be better met elsewhere.

Sessions after that last about 50 minutes and involve an ongoing evaluation of needs.

Contacting Me

Due to my office arrangement, I am available by leaving a voice message with your name and best times and numbers for reaching you in my voice mailbox. I check for messages regularly throughout the day and return calls within 24 hours, with the exception of some holidays and weekends. If you do not hear from me within that timeframe, it likely means that I did not hear your message due to a technological problem and would like you to call and leave another message.

If I am out of the office on vacation, I will provide you with the name and number of the clinician who will be covering for me in my absence.

If you have an emergency, it is important that you call your psychiatrist, if you have one, the Respond Line at 250-7000, 911, or go to the nearest emergency room.

Confidentiality

The law protects the privacy of communications between a client and a psychotherapist.

- In some cases I may ask you to sign a Release of Information, for example if it seems important to speak to another one of your health care providers.
- In some cases I will provide requested information by your insurance company unless you ask me to do otherwise.
- If I believe a client is in danger of hurting him/her self or someone else I am required to take necessary action to protect that person.

Billing and Payment

My practice involves streamlining the billing process such that there is a minimum of paperwork and use of USPS. Therefore, payment is expected at the end of each session by check or cash unless other arrangements have been made in advance. At the end of each session clients are given a 'superbill' that provides all of the information necessary to submit to your insurance company.

As a Licensed Clinical Social Worker I am considered an out-of-network provider. This means that there are benefits through your insurance coverage to which you may be entitled as reimbursement for my services. Please talk with your insurance carrier or employee benefit program administrator to better understand the terms of your mental health coverage.

In circumstances of unusual financial hardship, there is a possibility of negotiating a different plan.

If an outstanding balance accrues for more than a 60 period and arrangements for payment have not been established or acted upon, I have the option of using legal means to secure payment. This may require me to disclose otherwise confidential information to a collection agency.

Schedule of Fees

Initial Interview (Diagnostic Evaluation) – 60 minutes	\$175
Individual Psychotherapy Session – 45 minutes	\$125
Individual Psychotherapy Session – 75 minutes	\$200
Telephone Consultation – each 15 minute period	\$ 35
Email Consultation (email appointment scheduling is encouraged at no charge) – 30 minutes	\$ 75
Out of Office Consultation; including transportation – per hour	\$200
Court Testimony - to be paid in advance – per hour	\$400

Your signature indicates that you have read, understand and agree to abide to the terms of this document.

Signature

Date