

POLICIES AND PROCEDURES

CONFIDENTIALITY

All information created or obtained between client and therapist during the course of treatment is held strictly confidential. Generally, records and information may be released or exchanged only with a valid consent form signed by the client (or in the case of minors, the minor's legal guardian). In accordance with state and federal law, certain records or information may be released or exchanged without valid signed consent under particular situations. These situations include, but are not limited to:

1. When the client presents a danger to self
2. When the client presents as a danger to others
3. Suspected child/elder adult abuse or neglect
4. When a judge determines that our discussions are not confidential
5. When it is agreed upon in writing

CONFIDENTIALITY AND THE TREATMENT OF COUPLES

It is the goal of couple's therapy to work towards the realistic goals desired by the couple. There may be times in the course of treatment that the therapist will meet with each person individually for a session or part of a session. In general, there will be a "no secrets" policy. This means what is disclosed to the therapist by one individual will not necessarily remain confidential unless the therapist determines it is in the best interest of the couple or individual. At the onset of treatment this will be discussed between the therapist and the couple.

CONFIDENTIALITY AND THE TREATMENT OF MINORS

It is the goal of therapy to keep the family informed of the general nature of the treatment, and to keep the family involved to the extent that the therapist determines it is appropriate to do so. However, it is the right of the therapist to keep confidential certain disclosures made by the minor in treatment, if it is determined that it is in the best interest of the minor to do so.

FINANCIAL TERMS

With a few exceptions, I accept insurance reimbursement for my fee. To insure that each client has full confidentiality and autonomy over his/her course of treatment. Your fee is \$120.00 per fifty-minute session, unless otherwise negotiated. Payment is due at the time of service. If you are using your private insurance as payment, your co-payment is due at the time of service.

CANCELLED OR MISSED APPOINTMENTS

A scheduled appointment means that time is reserved only for you. It is understandable that there will be times when you are forced to miss an appointment, but as a courtesy, please give 24-hour notice if you need to cancel. Failure to show for an appointment or to cancel an appointment within 24-hours prior to the scheduled time will result in a charge of \$60.00. My voice-mail message recorder is available 24-hours a day to leave messages. Although I check my messages frequently, **if you have an emergency, please call 911.**

