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PRACTICE POLICIES

Appointments and Cancellations

The standard meeting time for psychotherapy is 50 minutes. It is up to you, however, to determine the length of your sessions. Requests to change the 50 minute session needs to be discussed with the therapist in order for time to be scheduled in advance.

If you are more than 15 minutes late, I will consider the appointment canceled.

A \$20.00 service charge will be charged for any checks returned for any reason.

Cancellations and re-scheduled sessions will be subject to a full charge if not received at least 24 hours in advance. This is necessary because a time commitment is made to you and is held exclusively for you.

Fees, Payments, and Billing

Payment for services is an important part of any professional relationship. You are responsible for seeing that my services are paid for. Rates are as follows:

50 minute counseling sessions (Individual, Marital, or Family) \$175

Reports, letters, etc. \$125 per hour

I reserve the right to turn over unpaid balances to a collection agency or to small claims court.

As a marriage and family therapist, I work for the preservation of marriages and families. I do not prefer to assist in their dissolution. However, I understand that there are times that marriages end in divorce and / or custody disputes. If you request that I appear in court, I require a retainer fee of \$5,000 to be paid prior to the court appearance. This covers my attorney fees, time used in preparation for court, and a single court appearance (maximum 4 hours, anything beyond 4 hours is billed at \$175 per hour).

Telephone Accessibility

If you need to contact me between sessions, you may leave a message on my voicemail. I am often not immediately available, however, I will attempt to return your call within 24 hours. If a true emergency situation arises, please call 911 or go to any local emergency room.

Social Media

Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend requests from current or former clients on any social media networking sites (Facebook, Instagram, LinkedIn, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the lines of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

Electronic Communication

I cannot ensure the confidentiality of any form of communication through electronic media, including text messages. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, I will do so. Please do not send sensitive or private information through email or text. While I may try to return messages in a timely manner, I cannot guarantee an immediate response and request that you do not use these methods of communication to discuss therapeutic content and / or assistance for emergencies.

Minors

If you are a minor (under 18 years of age), 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 confidential.

Termination

Ending relationships can be difficult. Therefore, it is important to 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 discussion with you if I determine that the psychotherapy 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.

Should you fail to schedule an appointment for three consecutive weeks, unless other arrangements have been made in advance, for legal and ethical reasons, I must consider the professional relationship discontinued.

If you miss more than two consecutive appointments without contacting me to discuss the missed appointments, for legal and ethical reasons, I must consider the professional relationship discontinued.

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

Signature

Date

Signature

Date