

POLICIES AND GENERAL INFORMATION

This document provides you with information that is in addition to the detailed information in the Notice of Privacy Practices.

Confidentiality: All information disclosed within the sessions and the client file pertaining to those sessions is confidential and may not be revealed to anyone without your written permission, except where disclosure is required by law. The provisions explaining when the law requires disclosure is explained in the Notice of Privacy Practices that you received.

You have the right to request that I communicate with you in a certain way or at a certain location (for example, that I only call you at a certain phone number, with or without reference to our sessions). Please let me know your communication preferences.

Confidentiality risks for Email, Cell phones and Computers: Please be aware that computers, email and cell phones can be relatively easily accessed by unauthorized people. This can compromise the confidentiality and privacy of such communications. This therapist's computer and cell phone are password protected and not encrypted. Despite protective efforts, it is a possibility that devices can be stolen. Please notify this therapist if you would like to avoid or limit the use of emails or cell phones. If you do choose to communicate by email or cell phone, this therapist will assume that you have made an informed decision and view this as your agreement to take the risk that such communication may be intercepted.

Scheduling and Fees: Therapy will begin with an individualized assessment, prior to the scheduling of the assessment, the parent or guardian of the minor client will complete the assessment and return to the therapist. Recommendations for treatment will be shared with you at the end of the assessment. Assessments are \$425. Intensive attachment

therapy is billed at \$200/hour. Follow up sessions are billed at \$137.50 per unit. A unit is 45 minutes. Partial units will be billed as appropriate.

Funding: I primarily bill PASSS funding. If you have questions about this program, I can direct you to the contact person in your county. For families using PASSS funding, I will provide you with the paperwork that you need from me after the assessment. **It is your responsibility to provide me with your PASSS approval letter.** Once I have this, the county can be billed directly for services. If the county assigns you a copay for services, I will bill you monthly. Payment is due within 30 days, payable to me. My returned check fee is \$25.

PASSS is not billed for phone calls, cancellations or no shows.

I do accept fee for service clients, billable at the above rates. Fees are due at the time of service. I do not work with insurance companies.

Scheduling: scheduling is done through me. I will provide school excuses as needed. I do not see clients on weekends. Evening appointments are available on a limited basis. If you are late for your appointment, we probably will not be able to meet for the full session time.

Cancellation Policy: If you need to cancel, I do appreciate as much notice as possible.

Emergencies: If you are in a crisis situation, you can call me at 614-530-8800. Please be aware there are many reasons why I may not be able to immediately return your call. If you believe that you or someone in your care is having an emergency in which immediate attention is needed, please call 911 without delay.

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