

#### PRACTICE POLICIES

The standard meeting time for service is 60 minutes for therapy and 30 minutes for medication. It is up to you, however, to determine the length of time of your sessions. Requests to change the service minutes need to be discussed with the health care provider in order for time to be scheduled in advance.

The bank fee will be charged for any checks returned for any reason, for special handling.

Last-minute cancellations may be subject to a full charge if NOT RECEIVED AT LEAST 24 HOURS IN ADVANCE. Your clinician will make that determination.

You are responsible for understanding your insurance coverage, which includes copayment and deductible and insurance expiration date. You will not receive any bills since the EOB (explanation of benefits) serves the function of the bill. Your expected cost out of pocket will be outlined in the insurance EOB of each visit. You are responsible for payment for any service rendered that is not covered by your insurance.

Please make sure that you review your insurance policy with your insurance carrier to know whether or not services will be covered. It is your responsibility to know the terms and scope of your insurance policy. Psychological Behavioral Health and the clinician do not take any responsibility in understanding or presenting your insurance coverage.

#### Cancellation Policy

If you call to cancel with less than a 24-hour notice, you may be charged a no-show fee to be determined by your clinician. If you do not cancel within 24 hours of your appointment, you may be charged the contracted rate that was to be paid by your insurance carrier. Your clinician will decide whether or not to submit the charge.

This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time.

#### TELEPHONE ACCESSIBILITY

If you need to contact your clinician in between sessions, please contact the clinician. The clinician may not be immediately available. Please note that Face-to-face sessions (live or telehealth) are highly preferable to phone sessions. However, in the event that you are out of town, sick or need additional support, phone sessions are available. If a true emergency situation arises, please call 911 or any local emergency room.

#### SOCIAL MEDIA AND TELECOMMUNICATION

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

#### ELECTRONIC COMMUNICATION

There way to ensure the confidentiality of any form of communication through electronic media, including text messages. An immediate response is not guaranteed. It is recommended that you do not use these electronic methods of communication to discuss therapeutic content and/or request assistance for emergencies. Services by electronic means, including but not limited to telephone communication, the internet, facsimile machines, and e-mail is considered telemedicine by the State of California. Under the California Telemedicine Act of 1996, telemedicine is broadly defined as the use of information technology to deliver medical services and information from one location to another. If you and your therapist chose to use information technology for some or all of your treatment, you need to understand that:

1. You retain the option to withhold or withdraw consent at any time without affecting the right to future care or treatment or risking the loss or withdrawal of any program benefits to which you would otherwise be entitled.
2. All existing confidentiality protections are equally applicable.
3. Your access to all medical information transmitted during a telemedicine consultation is guaranteed, and copies of this information are available for a reasonable fee.
4. Dissemination of any of your identifiable images or information from the telemedicine interaction to researchers or other entities shall not occur without your consent.
5. There are potential risks, consequences, and benefits of telemedicine. Potential benefits include, but are not limited to improved communication capabilities, providing convenient access to up-to-date information, consultations, support, reduced costs, improved quality, a change in the conditions of practice, improved access to treatment, better continuity of care, and reduction of lost work time and travel costs. Effective treatment is often facilitated when the healthcare provider gathers within a session or a series of sessions a multitude of observations, information, and experiences about the client. The provider may make assessments, diagnoses, and interventions based not only on direct verbal or auditory communications, written reports, and third-person consultations, but also from direct visual and olfactory observations, information, and experiences. When using information technology in services, potential risks include, but are not limited to the provider's inability to make visual and olfactory observations of clinically or therapeutically potentially relevant issues such as: your physical condition including deformities, apparent height and weight, body type, attractiveness relative to social and cultural norms or standards, gait and motor coordination, posture, work speed, any noteworthy mannerism or gestures, physical or medical conditions including bruises or injuries, basic grooming and hygiene including appropriateness of dress, eye contact (including any changes in the previously listed issues), sex, chronological and apparent age, ethnicity, facial and body language, and congruence of language and facial or bodily expression. Potential consequences thus include the provider not being aware of what he or she would consider important information, that you may not recognize as significant to present verbally to the provider.

#### MINORS

Parents/guardians may be legally entitled to information about the minor's treatment. We can discuss what information is appropriate for parents/guardians to know and which content is more appropriately kept 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 an appropriate discussion with you and a termination process if I determine that the treatment is not being used effectively 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 treatment is terminated for any reason or you request another provider, I will provide you with a list of qualified [PROFESSION TYPE] 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.

BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.