

INTAKE 4- Practice Policies

PRACTICE POLICIES

The standard meeting time for psychotherapy is 45 minutes. Requests to change the 45-minute session needs to be discussed with Dr. Valentino in order for time to be scheduled in advance.

APPOINTMENTS AND CANCELLATIONS

Please remember to cancel or reschedule 48 hours in advance (2 business days prior to the start of your session) . You will be responsible for the entire fee if cancellation is less than 48 business hours, which will be charged to the credit card on file.

Credit Cards are the only method of payment accepted. A credit card is required to be on file, and will be automatically charged the evening prior to your session. A \$50.00 service charge will be charged If a chargeback is initiated by you unjustly and you lose the dispute, and you agree to pay any chargeback fees associated. These fees will be charged to your card on file.

Cancellations and re-scheduled sessions will be subject to a full charge if NOT RECEIVED AT LEAST 48 HOURS (2 FULL DAYS) IN ADVANCE OF YOUR APPOINTMENT START TIME. This is necessary because a time commitment is made to you and is held exclusively for you.

IF YOU START YOUR SESSION LATE

If you are late for a session, you may lose some of that session time and if more than 10 minutes late you will lose your ability to be reimbursed by insurance as billing codes require a minimum of 38 minutes of session time, which is your responsibility.

TELEPHONE ACCESSIBILITY

If you need to contact me between sessions, please send a secure message through the patient portal, or leave a message on my voice mail. I am often not immediately available; however, I will attempt to respond to either within 24 hours, or my assistant will. Please do not provide any privileged clinical information through these means of communication. . Please note that Face- to-face sessions 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, I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, 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 boundaries 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. Therefore I do not communicate via email or text messaging for issues regarding scheduling or cancellations. Therefore, I request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies. Secure messaging is HIPAA compliant.

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, change in the conditions of practice, improved access to therapy, better continuity of care, and reduction of lost work time and travel costs. Effective therapy is often facilitated when the therapist gathers within a session or a series of sessions, a multitude of observations, information, and experiences about the client. Therapists may make clinical assessments, diagnosis, 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 therapy services, potential risks include, but are not limited to the therapist'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 therapist not being aware of what he or she would consider important information, that you may not recognize as significant to present verbally to the therapist.

MINORS

If you are a minor, 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 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 appropriate discussion with you and a termination process 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 psychotherapists to treat you. You may also choose someone on your own or from another referral source.

Continuity of psychotherapy is very important. Should you fail to schedule an appointment for two consecutive weeks, or two in a month, unless other arrangements have been made in advance, for legal and ethical reasons, Dr. Valentino 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 AND IT WILL SERVE AS MY LEGALLY BINDING ELECTRONIC SIGNATURE.