

One Step at a Time Therapy Center

Practice Policies

TELEPHONE ACCESSIBILITY

If you need to contact your therapist between sessions, please leave a voice mail message. Therapists are not immediately available; however, your therapist will attempt to return your call within 24 hours. 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, therapists cannot accept friend requests or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). 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 it to your therapists attention.

ELECTRONIC COMMUNICATION

Confidentiality through electronic media, including telephone, text messages, email, internet, and fax cannot be guaranteed. Only scheduling conflicts or cancellations may be sent by text. Immediate response is not guaranteed and therefore we request that you do not use these methods of communication to discuss therapeutic content and/or to request assistance for emergencies.

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. Your therapist 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. The termination process will occur after appropriate discussion between you and your therapist and may end due to psychotherapy not being effectively used or if you are in default on payment. Sessions will not be terminated without discussing and exploring the reasons and purpose of termination. If therapy is terminated for any reason or you request another therapist, you will be provided with a list of qualified psychotherapists available to you. You may also choose someone on your own or from another referral source.

Unless other arrangements have been made in advance, if you fail to schedule an appointment for three consecutive weeks, your therapist will automatically terminate the relationship.

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

Printed Name

Signature

Date

