

HOW I SERVE:

Nadine Durbach, LCSW Psychotherapy and Care Management.
License CA69911

Your full name: _____

Your Date of Birth: _____

Your Home Address: _____

Your cell number: _____

Your email address: _____

This document will inform you about important policies related to the services that you will be receiving.

Confidentiality:

Discussions between counselor and client are confidential. No information can be released outside of therapy without your written consent. The exceptions are as follows:

- If your counselor hears a direct, implied or suspected threat of harm that you may pose to yourself or someone else, she is legally and ethically bound to make efforts to stop your action, which may involve notifying someone of your intent.
- If your counselor hears indicators of suspected child or elder abuse, she is mandated by the State of California to report that information to the Child Abuse Registry or Elder Abuse Registry.
- If you become involved in a criminal proceeding in which case your records may be subpoenaed.

Fees:

Fees are payable to Nadine Durbach, LCSW by check or cash , prior to your appointment. Clients are responsible to pay for scheduled appointments. Your fee for each counseling session will be \$220.00 for the first appointment and \$160.00 for all other appointments.

Cancellations:

Your counseling appointment is a valuable hour. I find counseling works best when appointments are on a regular, consistent basis. I will make every attempt to accommodate your needs and it is expected that you will keep all your scheduled appointments.

Cancellations should only be in genuine emergencies. If you determine that you are unable to keep your appointment, please call to reschedule as soon as you can, but at least 24 hours in advance. Failure to cancel an appointment at least 24 hours in advance will result in a change of your fee.

Telephone Contacts:

Sometimes, an urgent situation occurs when you need to speak to your counsellor between sessions. Telephone contacts in excess of 10 minutes will incur the following charges:

10 – 30 minutes: ½ fee session
31 – 60 minutes: full fee session

Collateral or Special Contacts:

If special out-of-office visits or consultations are necessary, the client will be charged at the regular rate per session, plus a fee for time and travel expenses.

General Information:

All clients of Nadine Durbach, LCSW are voluntary. You have the right to refuse or terminate services at any time. You are responsible for keeping appointments, paying fees when due, providing me with relevant information, and working toward goals that we will establish. Other conditions as a requirement of your work with Nadine Durbach, LCSW may be stated. Refusal or failure to comply may be cause for termination of services. Therefore feel free to raise questions with Nadine about any of the policies and procedures.

Client Signature and Date

Therapist Signature and Date