

Office Policies & General Information Agreement for Psychotherapy Services or Informed Consent for Psychotherapy

This form provides you, the client, with information that is additional to that detailed in the [Notice of Privacy Practices](#) and it is subject to HIPAA preemptive analysis.

CONFIDENTIALITY: All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without your written permission except where disclosure is required by law.

FREE INITIAL PHONE CONVERSATION

The process of therapy is a serious life-choice. Starting therapy often begins with me assessing your need and desire for counseling. I, therefore, offer a free 15-minute telephone consultation prior to your first therapy session to determine whether your needs and the counseling services I offer are a good fit for us both. During this conversation we will briefly talk about your reasons for considering therapy. This brief phone consultation will afford you and I the opportunity to ask each other questions in order to ascertain whether I have the appropriate expertise to support you needs. It would be ideal for me to speak to both parties of a couple before the first appointment.

INITIAL APPOINTMENT

Before your initial appointment, please read, download, print and complete the following: Intake Form for adult individuals, Intake Form for child and family. You may fill out the electronic Biographical sheet and send it to my secure at **Donnie@gayfieldpsychotherapy.com**. Couples may either fill out the adult intake form separately or the Couple's intake form together. Adolescents may fill out the Confidential Adolescent Intake Form. Please read the Notice of Privacy Practices. Afterwards, please fill out and sign the Receipt and Acknowledgement of Privacy Practices form. If you need to sign a release for drug abuse information, please download and sign the form, which is located in the forms section. **Lastly, at the end of this form, please acknowledge that you have read and agree to the terms set forth in this document by signing the informed consent to participate in counseling.**

Our initial appointment takes 50 minutes. For couples and family therapy, I often recommend a longer 80-minute session. During this time we will briefly familiarize ourselves with each other. This session will also help us to determine whether working together feels like a good match. During our initial appointment I will ask you a variety of questions about yourself and your past and present experiences. I ask these questions to gain a better understanding for the reason/s why you are seeking therapy. I also seek to obtain a better sense of your general functioning. I will try my utmost to answer any question that you may have about me. Additionally, I will answer whatever questions you may have to help you better understand your current challenges. I will also discuss with you my office policies, fees and counseling options. At the completion of our first session together we can determine what steps would be helpful for you in realizing your aspirations and goals for therapy. If we collaboratively decide that it would be best not to move forward in our

work together, I will be happy to provide you with referrals to therapists who are a better suited for you. **Please see section on termination.**

To ensure the consistency and momentum necessary for change, I recommend weekly sessions at least for the first 3-6 months of treatment.

WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW: Some of the circumstances where disclosure is required or may be required by law are: where there is a reasonable suspicion of child, dependent, or elder abuse or neglect; where a client presents a danger to self, to others, to property, or is gravely disabled; or when a client's family members communicate to Donnie R. Gayfield that the client presents a danger to others. Disclosure may also be required pursuant to a legal proceeding by or against you. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by Donnie R. Gayfield. In couple and family therapy, or when different family members are seen individually, even over a period of time, confidentiality and privilege do not apply between the couple or among family members, unless otherwise agreed upon. Donnie R. Gayfield will use his clinical judgment when revealing such information. Donnie R. Gayfield will not release records to any outside party unless he is authorized to do so by all adult parties who were part of the family therapy, couple therapy or other treatment that involved more than one adult client.

EMERGENCY: If there is an emergency during therapy, or in the future after termination, where Donnie R. Gayfield becomes concerned about your personal safety, the possibility of you injuring someone else, or about you receiving proper psychiatric care, he will do whatever he can within the limits of the law, to prevent you from injuring yourself or others and to ensure that you receive the proper medical care. For this purpose, he may also contact the person whose name you have provided on the biographical sheet.

HEALTH INSURANCE & CONFIDENTIALITY OF RECORDS: Disclosure of confidential information may be required by your health insurance carrier or HMO/PPO/MCO/EAP in order to process the claims. If you so instruct Donnie R. Gayfield, only the minimum necessary information will be communicated to the carrier. Donnie R. Gayfield has no control over, or knowledge of, what insurance companies do with the information he submits or who has access to this information. You must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk to confidentiality, privacy or to future capacity to obtain health or life insurance or even a job. The risk stems from the fact that mental health information is likely to be entered into big insurance companies' computers and is likely to be reported to the National Medical Data Bank. Accessibility to companies' computers or to the National Medical Data Bank database is always in question as computers are inherently vulnerable to hacking and unauthorized access. Medical data has also been reported to have been legally accessed by law enforcement and other agencies, which also puts you in a vulnerable position. Additionally:

1. I maintain a "no secrets" policy when working with couples. It is in a couple's best interest to have the individuals not keep secrets from each other over time. If one member of a couple reveals information about the relationship to me and indicates that this information is

to be kept confidential from his/her partner, I will make an informed decision about whether keeping this information secret would be in the best interest of the couple and your goals. If it is determined that keeping this information secret jeopardizes the goals, I am under no obligation to keep this information confidential.

2. The laws and standards of the therapy profession require that any records be stored in a locked cabinet or in secured electronic devices. All session notes, contact information, and any other client or treatment related documents will be kept in a locked and secured location, consistent with the laws and regulations for the storage of private health information.
3. Clients under 18 do maintain the same rights of confidentiality as adults. However, confidentiality may be legally broken in the case of court proceedings or suspected child abuse.

LITIGATION CAVEAT

I will not voluntarily participate in any litigation or custody dispute. I will not communicate with a client's attorney and will not write or sign letters, affidavits or reports to be used in a client's legal matters. I will not provide testimony or client records unless compelled to do so. Should I be subpoenaed to appear as a witness in an action involving a client, the client agrees to reimburse me for time spent for preparation, travel, court appearances, etc. at the hourly rate of \$375.

LITIGATION: Sometimes patients become involved in litigation while they are in therapy or after therapy has been completed. Sometimes patients (or the opposing attorney, in a legal case) want the records disclosed to the legal system. Due to the nature of the psychotherapeutic process and the fact that it often involves making a full disclosure with regard to many matters, clients' records are generally confidential and private in nature. Patients should know that very serious consequences can result from disclosing therapy records to the legal system. Such disclosures may negatively affect the outcome of custody disputes or other legal matters and may negatively affect the therapeutic relationship. If you or the opposing attorneys are considering requesting Donnie R. Gayfield's disclosure of the records, Donnie R. Gayfield will do his best to discuss with you the risks and benefits of doing so. As noted in this document, you have the right to review your own psychotherapy records anytime. (See also relevant section above: "WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW")

CONSULTATION: Donnie R. Gayfield consults regularly with other professionals regarding his clients; however, each client's identity remains completely anonymous and confidentiality is fully maintained.

E-MAILS, CELL PHONES, COMPUTERS, AND FAXES: It is very important to be aware that computers and unencrypted email, texts, and e-faxes communication (which are part of the clinical records) can be relatively easily accessed by unauthorized people and hence can compromise the privacy and confidentiality of such communication. Emails, texts, and e-faxes, in particular, are vulnerable to such unauthorized access due to the fact that servers or communication companies may have unlimited and direct access to all emails, texts and e-faxes that go through them. While data on Donnie R. Gayfield's laptop is encrypted, emails, texts and e-fax are not. It is always a possibility that e-faxes, texts, and email can be sent erroneously to the wrong address and computers. Donnie R. Gayfield's laptop is equipped with a firewall, a virus protection and a

password, and he backs up all confidential information from his computer on a regular basis onto an encrypted hard-drive. Also, be aware that phone messages are transcribed and sent to Donnie R. Gayfield via unencrypted emails. Please notify Donnie R. Gayfield if you decide to avoid or limit, in any way, the use of email, texts, cell phones calls, phone messages, or e-faxes. If you communicate confidential or private information via unencrypted email, texts or e-fax or via phone messages, Donnie R. Gayfield will assume that you have made an informed decision, will view it as your agreement to take the risk that such communication may be intercepted, and he will honor your desire to communicate on such matters. Please do not use texts, email, voice mail, or faxes for emergencies.

RECORDS AND YOUR RIGHT TO REVIEW THEM: Both the law and the standards of Donnie R. Gayfield profession require that he keep treatment records for at least 7 years. Please note that clinically relevant information from emails, texts, and faxes are part of the clinical records. Unless otherwise agreed to be necessary, Donnie R. Gayfield retains clinical records only as long as is mandated by California law. If you have concerns regarding the treatment records, please discuss them with Donnie R. Gayfield. As a client, you have the right to review or receive a summary of your records at any time, except in limited legal or emergency circumstances or when Donnie R. Gayfield assesses that releasing such information might be harmful in any way. In such a case, Donnie R. Gayfield will provide the records to an appropriate and legitimate mental health professional of your choice. Considering all of the above exclusions, if it is still appropriate, and upon your request, Donnie R. Gayfield will release information to any agency/person you specify unless Donnie R. Gayfield assesses that releasing such information might be harmful in any way. When more than one client is involved in treatment, such as in cases of couple and family therapy, Donnie R. Gayfield will release records only with signed authorizations from all the adults (or all those who legally can authorize such a release) involved in the treatment.

TELEPHONE & EMERGENCY PROCEDURES: If you need to contact Donnie R. Gayfield between sessions, please leave a message at the answering service (____) ____ - ____ and your call will be returned as soon as possible. Donnie R. Gayfield checks his messages a few times during the daytime only, unless he is out of town. If an emergency situation arises, indicate it clearly in your message and if you need to talk to someone right away call Psychiatric Emergency Services. (Your town): (____) ____ - ____, County of Alameda Crisis line (1-800-278-8255) or the Police: 911. Please do not use email or faxes for emergencies. Donnie R. Gayfield does not always check his email or faxes daily.

PAYMENTS & INSURANCE REIMBURSEMENT: Private pay clients are expected to pay the standard fee of **\$150.00 per 50-minute session and \$250 per 80-minute session**. Payment is due at the end of each session via check, cash or credit card. Telephone conversations, site visits, writing and reading of reports, consultation with other professionals, release of information, reading records, longer sessions, travel time, etc. will be charged at the same rate, unless indicated and agreed upon otherwise. Please notify Donnie R. Gayfield if any problems arise during the course of therapy regarding your ability to make timely payments. Clients who carry insurance should remember that professional services are rendered and charged to the insurance companies. The client may be responsible for an insurance co-pay portion for services

rendered. Unless agreed upon differently, Donnie R. Gayfield will provide you with a copy of your receipt on a monthly basis, which you can then submit to your insurance company for reimbursement, if you so choose. As was indicated in the section, *Health Insurance & Confidentiality of Records*, you must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk. Not all issues/conditions/problems, which are dealt with in psychotherapy, are reimbursed by insurance companies. It is your responsibility to verify the specifics of your coverage. If your account is overdue (unpaid) and there is no written agreement on a payment plan, Donnie R. Gayfield can use legal or other means (courts, collection agencies, etc.) to obtain payment. **Also please not that in the event that a client has a bill that is more than 45-days past due, sessions will be suspended until balance is paid.**

MEDIATION & ARBITRATION: All disputes arising out of, or in relation to, this agreement to provide psychotherapy services shall preferably first be referred to mediation before the initiation of arbitration or litigation. The mediator shall be a neutral third party chosen by agreement of Donnie R. Gayfield and the client(s). The cost of such mediation, if any, shall be split equally, unless otherwise agreed upon. In the event that mediation is unsuccessful or not an agreed-upon option, any unresolved controversy related to this agreement should preferably be submitted to and settled by binding arbitration, in accordance with the rules of the American Arbitration Association which are in effect at the time the request for arbitration is filed. Please, note that neither mediation nor arbitration is mandatory. In the event that your account is overdue (unpaid) and there is no agreement on a payment plan, Donnie R. Gayfield can use legal means (court, collection agency, etc.) to seek payment. If there is arbitration, the prevailing party in arbitration or collection proceedings shall be entitled to recover a reasonable sum as and for attorney's fees. In the case of arbitration, the arbitrator will determine that sum. In the case of a court case, the court will determine the sum.

THE PROCESS OF THERAPY/EVALUATION AND SCOPE OF PRACTICE:

Participation in therapy can result in a number of benefits to you, including improving interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Working toward these benefits, however, requires effort on your part. Psychotherapy requires your very active involvement, honesty, and openness in order to change your thoughts, feelings, and/or behavior. Donnie R. Gayfield will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. Sometimes more than one approach can be helpful in dealing with a certain situation. During evaluation or therapy, remembering or talking about unpleasant events, feelings, or thoughts can result in you experiencing considerable discomfort or strong feelings of anger, sadness, worry, fear, etc., or experiencing anxiety, depression, insomnia, etc. Donnie R. Gayfield may challenge some of your assumptions or perceptions or propose different ways of looking at, thinking about, or handling situations, which can cause you to feel very upset, angry, depressed, challenged, or disappointed. Attempting to resolve issues that brought you to therapy in the first place, such as personal or interpersonal relationships, may result in changes that were not originally intended. Psychotherapy may result in decisions about changing behaviors, employment, substance use, schooling, housing, or relationships. Sometimes a decision that is positive for one family member is viewed quite negatively by another family member. Change will sometimes be easy and swift, but more often it

will be slow and even frustrating. There is no guarantee that psychotherapy will yield positive or intended results. During the course of therapy,

Donnie R. Gayfield is likely to draw on various psychological approaches according, in part, to the problem that is being treated and his assessment of what will best benefit you. These approaches include, but are not limited to, behavioral, cognitive-behavioral, cognitive, psychodynamic, existential, system/family, developmental (adult, child, family), humanistic or psycho-educational. Donnie R. Gayfield provides neither custody evaluation recommendation nor medication or prescription recommendation nor legal advice, as these activities do not fall within his scope of practice.

TREATMENT PLANS: Within a reasonable period of time after the initiation of treatment, Donnie R. Gayfield will discuss with you his working understanding of the problem, treatment plan, therapeutic objectives, and his view of the possible outcomes of treatment. If you have any unanswered questions about any of the procedures used in the course of your therapy, their possible risks, Donnie R. Gayfield's expertise in employing them, or about the treatment plan, please ask and you will be answered fully. You also have the right to ask about other treatments for your condition and their risks and benefits.

TERMINATION: As set forth above, after the first couple of meetings, Donnie R. Gayfield will assess if he can be of benefit to you. Donnie R. Gayfield does not work with clients who, in his opinion, he cannot help. In such a case, if appropriate, he will give you referrals that you can contact. If at any point during psychotherapy Donnie R. Gayfield either assesses that he is not effective in helping you reach the therapeutic goals or perceived you as non-compliant or non-responsive, and if you are available and/or it is possible and appropriate to do, he will discuss with you the termination of treatment and conduct pre-termination counseling. In such a case, if appropriate and/or necessary, he would give you a couple of referrals that may be of help to you. If you request it and authorize it in writing, Donnie R. Gayfield will talk to the psychotherapist of your choice in order to help with the transition. If at any time you want another professional's opinion or wish to consult with another therapist, Donnie R. Gayfield will give you a couple of referrals that you may want to contact, and if he has your written consent, he will provide her or him with the essential information needed. You have the right to terminate therapy and communication at any time. If you choose to do so, upon your request and if appropriate and possible, Donnie R. Gayfield will provide you with names of other qualified professionals whose services you might prefer.

DUAL RELATIONSHIPS: Despite a popular perception, not all dual or multiple relationships are unethical or avoidable. Therapy never involves sexual or any other dual relationship that impairs Donnie R. Gayfield's objectivity, clinical judgment or can be exploitative in nature. Donnie R. Gayfield will assess carefully before entering into non-sexual and non-exploitative dual relationships with clients. It is important to realize that in some communities, particularly small towns, small communities, military bases, university campuses, spiritual and rehabilitation communities, etc., multiple relationships are either unavoidable or expected. Donnie R. Gayfield will never acknowledge working with anyone without his written permission. Many clients have chosen Donnie R. Gayfield as their therapist because they knew him before they entered therapy with him and/or are personally aware of his professional work and achievements. Nevertheless, Donnie R. Gayfield will discuss with you the often-existing complexities, potential benefits and

difficulties that may be involved in dual or multiple relationships. Dual or multiple relationships can enhance trust and therapeutic effectiveness but can also detract from it and often it is impossible to know which ahead of time. It is your responsibility to advise Donnie R. Gayfield if the dual or multiple relationships becomes uncomfortable for you in any way.

Donnie R. Gayfield will always listen carefully and respond to your feedback and will discontinue the dual relationship if he finds it interfering with the effectiveness of the therapy or your welfare and, of course, you can do the same at any time.

SOCIAL NETWORKING AND INTERNET SEARCHES: At times, Donnie R. Gayfield may conduct a web search on clients before the beginning of therapy or during therapy. If you have concerns or questions regarding this practice, please discuss them with me. I do not accept friend requests from current or former clients on social networking sites, such as Facebook. I believe that adding clients as friends on these sites and/or communicating via such sites can compromise their privacy and confidentiality. For this same reason, I request that clients not communicate with me via any interactive or social networking web sites.

AUDIO OR VIDEO RECORDING: Unless otherwise agreed to by all parties beforehand, there shall be no audio or video recording of therapy sessions, phone calls, or any other services provided by Donnie R. Gayfield.

CANCELLATION: Since the scheduling of an appointment involves the reservation of time specifically for you, a minimum of 24 hour notice is required for re-scheduling or canceling an appointment. Unless we reach a different agreement, the full fee will be charged for sessions missed without such notification. If you are an in-network insurance client and you cancel less than 24 hours before the session, you will be charged the full insurance rate for the session. I will not reschedule until the late cancellation fee is paid.

I have read the above Office Policies and General Information, Agreement for Psychotherapy Services or Informed Consent for Psychotherapy carefully (a total of 7 pages); I understand them and agree to comply with them:

Client's Name (print) _____

Signature _____ Date _____

Client's Name (print) _____

Signature _____ Date _____

Psychotherapist's Name (print) _____

Signature _____ Date _____