

## **PRACTICE POLICIES**

### **APPOINTMENTS, CANCELLATIONS, AND MISSED APPOINTMENTS**

Please remember to cancel or reschedule **24 hours in advance**. Late cancellations make it difficult or impossible to offer the time to someone else in need.

Any non-emergency cancellation without notification at least 24 hours in advance will be considered and treated as a missed appointment. The first missed appointment will be discussed in session and steps to address barriers to attendance may be added to your treatment plan. Additional missed appointments will result in a modification to scheduling practice (same day only scheduling) for four sessions. After the fourth session normal scheduling options will resume. Subsequent missed appointments may result in discharge from counseling services.

The standard meeting time for psychotherapy is 45 minutes. Time allotted may be reduced if needed to accommodate unexpected responsibilities, however repeated shortened sessions is unhelpful to obtaining treatment goals.

### **TELEPHONE ACCESSIBILITY**

If a health or mental health emergency situation arises, please call **911** or present at your local emergency room. Please add the Maine Crisis Hotline **888-568-1112** to your cell phone before your first appointment at Nonlinear Counseling, LLC. Please also add **988** as the national crisis access number.

If you need to contact me between sessions, please leave a message on my voice mail at **207-248-8442**. I am often not immediately available; however, I will attempt to return your call within 24 hours. I am unable to offer phone counseling sessions but may be able to offer brief support and referral to higher level of care if needed. During periods of personal vacation, I will be unavailable by phone and electronic communication. I will notify all clients prior to any planned vacation.

### **SOCIAL MEDIA**

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). Adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. 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. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, I will do so. While I may try to return messages in a timely manner, I cannot guarantee immediate response and request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies. Please utilize the portal for treatment related communications when possible.

## **MINORS**

Maine law (MRS Title 22, Chapter 260, §1502) states that a "minor may consent to treatment for substance use disorder or for emotional or psychological problems". Therefore, individuals age 15 and over may seek services at Nonlinear Counseling, LLC without parental/guardian consent. It is up to the clinician providing services to determine if the individual appears capable of making this decision and will encourage parent/guardian engagement to support completion of identified goals if appropriate. The clinician reserves the right to inform the parent or guardian if failure to do so would seriously jeopardize the health of the minor or would seriously limit the clinician's ability to provide treatment.

## **TERMINATION**

It is important to have a termination process in order to achieve some closure when your goals have been met. The appropriate length of the termination depends on the length and intensity of the treatment. I may terminate treatment after appropriate discussion with you if I determine that the psychotherapy is not being effectively used, for example numerous missed appointments. 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.

Should you fail to schedule an appointment for four consecutive weeks, unless other arrangements have been made in advance, for legal and ethical reasons, I must consider the professional relationship discontinued.

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