

Office Policies and Information

APPOINTMENTS: Sessions last for 50 minutes. Every effort will be made to keep appointments on schedule.

CANCELLATIONS: Please remember that this type of practice is different from other medical offices in that there are a limited number of appointments available on a day. "Short Notice" cancellations or "No Show's" greatly impact the structure of the day and often deprive other people who might be in need of that appointment.

MISSED APPOINTMENT FEE: If you are unable to keep an appointment, **please give 24 hours notice.** Otherwise, **you will be charged \$45.00 for the time reserved.** Health Insurance cannot be billed for missed appointments.

CONTACTING ME BETWEEN APPOINTMENTS: I maintain an independent private practice with no "in house" support staff. A confidential voicemail box is available to take messages and I will return calls as soon as possible. If you leave a message after 5 pm or on weekends your call may not be returned until the next business day. In emergencies you may call my cell phone number. Telephone consultations lasting more than 10 minutes will be charged for at the customary rate, proportionate to the time used.

PROFESSIONAL CONSULTATION: I routinely use the services of professional consultation in order to provide appropriate and optimal care. I consult with a psychiatrist or other psychotherapeutic colleagues who play an important role in effective intervention. Strict confidentiality also binds each consultant, and often it is not necessary to reveal client names.

CONFIDENTIALITY: In general, law protects the confidentiality of all communications between a patient and counselor, and I can release information about our work to others only with your written permission.

There are, however, some situations when I am ethically and legally required to breach confidentiality without a patient's permission, such as when a patient has become actively suicidal or homicidal.

Information revealed by you in a counseling or therapy session and most information placed in your counseling/therapy file (all medical records or other individually identifiable health information held or disclosed in any form electronic, paper, or oral) is considered "protected health information" by the Health Insurance Portability and Accountability Act (HIPAA). As such, your protected health information ***cannot be distributed to anyone else without your express informed and voluntary written consent or authorization.*** Should you wish me to confer with your family member, physician, clergy, attorney, etc., you will be asked to sign a "Release of Information" form.