

## **Office Policies**

**As a registered Marriage and Family Therapist**, I am governed by various laws and regulations and by the code of ethics of my profession. The Ethics Code requires that I make you aware of specific office policies and how these policies may effect you. However, many of these policies may be unrelated to our work together.

**Limits of Confidentiality:** All dialogue between you and myself will be held in strict confidence, except under certain legally defined situations involving threats of self-harm or harm to another, and cases of child abuse, elder abuse, or abuse of otherwise dependent individuals.

**Fees & Payment:** It is customary to pay for sessions at the time of the session, unless otherwise arranged. When fees for services are not paid in a timely manner, collection agencies may be utilized in collecting unpaid debts. The specific content of the services (e.g., diagnosis, treatment plan, case notes, testing) is not disclosed. If a debt remains unpaid it may be reported to credit agencies, and the client's credit report may state the amount owed, time frame, and the name of the clinic.

**Insurance:** If insurance is used it may be necessary for me to release information to the insurance companies or employers for the purpose of verifying insurance coverage or processing claims. Information that they may request includes type of services, dates/times of services, diagnosis, treatment plan, description of impairment, progress of therapy, case notes, and summaries. Therefore, I do not directly take insurance, however I will provide monthly Superbills for the client to submit to their insurance, upon request.

**Court Testimony:** As an MFT, I do not provide services in contemplation of legal proceedings. It is my policy not to become involved in any court proceedings including child custody evaluations. In the event that you choose to subpoena me to appear at and/or testify in court, and/or a deposition, regardless of the nature of the case, you agree to pay a flat non-refundable fee of \$2000.00 at the time the subpoena is served, which secures my commitment for a half-day. Additional required court time will be billed at \$350.00 per hour. The time that I spend preparing, copying and mailing documents including records, letters and reports will be billed at \$275.00 per hour.

**Appointments & Cancellation Policy:** Sessions are 45-50 minutes long. If you need to cancel or reschedule an appointment, please notify me 24 hours in advance in order to avoid being charged for a missed session. I have read and understood the conditions stated above.

Client's Signature

Date

Client's and/or Parent's/Guardian's Signature

Date