

Practice Policies

APPOINTMENTS AND CANCELLATIONS Please remember to cancel or reschedule 1 week in advance if you are a new patient. If you cancel after scheduling a new patient appointment, there will be a \$50 cancellation fee to cover staff expenses related to setting up your appointment and processing your cancellation. You will be responsible for the entire fee if cancellation is less than 1 week prior or you do not show for an appointment. For follow up appointments, please remember to cancel or reschedule at least 24 hours in advance. You will be responsible for the entire fee if cancellation is less than 24 hours or you do not show for an appointment. This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time.

The standard meeting time for an initial evaluation is 40-60 minutes. The standard meeting time for a follow-up appointment is 20-30 minutes. Please note that Face- to-face sessions are highly preferable to phone sessions. This can be accomplished by an in-person session or via FaceTime or Google Duo. However, in the event that you prefer phone, are out of town, sick or need additional support, phone sessions are available. If a true emergency situation arises, please call 911 or any local emergency room.

TELEPHONE ACCESSIBILITY If you need to contact me, please contact our medical assistants and convey your question or concern and I will respond either directly or through my assistant.

SOCIAL MEDIA AND TELECOMMUNICATION Due to the importance of your confidentiality and the importance of minimizing dual relationships, we do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). We believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

ELECTRONIC COMMUNICATION We cannot ensure the confidentiality of any form of communication through electronic media, including text messages. Recognizing this fact, if you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, please do so. We strive to return messages in a timely manner, but 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.

Services by electronic means, including but not limited to telephone communication, the Internet, facsimile machines, and e-mail is considered telemedicine by the State of California. Under the California Telemedicine Act of 1996, telemedicine is broadly defined as the use of information technology to deliver medical services and information from one location to another. If you and your clinician chose to use information technology for some or all of your treatment, you need to understand that: (1) You retain the option to withhold or withdraw consent at any time without affecting the right to future care or treatment or risking the loss or withdrawal of any program benefits to which you would otherwise be entitled. (2) All existing confidentiality protections are equally applicable. (3) Your access to all medical information transmitted during a telemedicine consultation is guaranteed, and

copies of this information are available for a reasonable fee. (4) Dissemination of any of your identifiable images or information from the telemedicine interaction to researchers or other entities shall not occur without your consent. (5) There are potential risks, consequences, and benefits of telemedicine. Potential benefits include, but are not limited to improved communication capabilities, providing convenient access to up-to-date information, consultations, support, reduced costs, improved quality, change in the conditions of practice, improved access to therapy, better continuity of care, and reduction of lost work time and travel costs. Effective therapy is often facilitated when the psychiatric provider gathers within a session or a series of sessions, a multitude of observations, information, and experiences about the client. Psychiatric providers may make clinical assessments, diagnosis, and interventions based not only on direct verbal or auditory communications, written reports, and third person consultations, but also from direct visual and olfactory observations, information, and experiences. When using information technology in therapy services, potential risks include, but are not limited to the provider's inability to make visual and olfactory observations of clinically or therapeutically potentially relevant issues such as: your physical condition including deformities, apparent height and weight, body type, attractiveness relative to social and cultural norms or standards, gait and motor coordination, posture, work speed, any noteworthy mannerism or gestures, physical or medical conditions including bruises or injuries, basic grooming and hygiene including appropriateness of dress, eye contact (including any changes in the previously listed issues), sex, chronological and apparent age, ethnicity, facial and body language, and congruence of language and facial or bodily expression. Potential consequences thus include the psychiatric provider not being aware of what he or she would consider important information, that you may not recognize as significant to present verbally the therapist.

MINORS If you are a minor, your parents may be legally entitled to some information about your treatment. We will discuss with you and your parents what information is appropriate for them to receive and which issues are more appropriately kept confidential.

TERMINATION Ending relationships can be difficult. Therefore, it is important to have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. We may terminate treatment after appropriate discussion with you and a termination process if we determine that the treatment is not being effectively used or if you are in default on payment. We will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If treatment is terminated for any reason or you request another psychiatric provider, we will provide you with a list of qualified clinicians to treat you. You may also choose someone on your own or from another referral source.

Should you fail to schedule an appointment for six months or longer or fail to honor three consecutive appointments, unless other arrangements have been made in advance, for legal and ethical reasons, we must consider the professional relationship discontinued.

Signature: _____

Date: _____