

PATIENT INFORMATION

I am a licensed therapist in the Commonwealth of Virginia practicing at Williamsburg Centre For Therapy. The following information describes our office policies and specifies the terms of our agreement for the provision of psychological services.

CONFIDENTIALITY: As a general rule, I will disclose no information obtained during your contract with me, or the fact that you are my patient, except with your written consent. However, there are certain limits to this rule of confidentiality, as described on the attached copy, or as otherwise specified by law.

APPOINTMENTS, FEES AND CANCELLATIONS: The cost of your initial session with us will be \$125. Thereafter, the fee for a 45-50 minute outpatient therapy session is \$100. Should you require psychological testing (as determined by your therapist) the fee will be \$130 per hour of testing. If I am a participating provider, the fees may be determined by my contract with your particular insurance or managed care company. **YOU WILL BE BILLED FOR EVERY SCHEDULED SESSION** unless you have canceled or requested to do so at least **24 hours in advance** of our appointed meeting time. A Schedule of Fees for other services is available upon request.

PAYMENT POLICY: You may present full payment each time we meet, or you may pay monthly, within 30 days of receiving a monthly statement. Other payment arrangements require prior written agreement. If you are behind in your payments and have made no alternative payment arrangements, I may use Best Collection Agency and will provide to them the information necessary for recovering the balance due. If this occurs, you will be responsible for paying all collection fees and court costs that might accrue.

INSURANCE & MANAGED CARE: If your insurance company contracts with a company to administer the mental health portion of your health care benefits, this is known as MANAGED CARE. Most managed care companies require that you obtain a referral and/or a pre-authorization in order to receive services from me or any other provider. Most also require that providers furnish certain written reports-Outpatient Treatment Plans (OTR's). These contain information on your presenting issues, your diagnoses, a brief description of you current situation, history of previous psychiatric treatment, and goals for our work together. Most companies initially authorize a limited number of sessions, then require a Treatment Plan. If additional sessions are authorized, updated Treatment Plans about your progress may be required throughout our work together. If you have concerns about your benefits, or about the information I am required to submit, I am open to discussion about other options.

As a consumer of mental health services, you have the right to know that providing this information may be required in order to access your benefits and receive any reimbursement for my services. For example, many companies will not authorize any mental health treatment (and thus not pay for our sessions) unless OTR's are submitted on a regular basis. If you request, I will discuss with you the nature of the information contained in these Treatment Plans before I submit them. You need to know that this information becomes a permanent part of your file with the third party payor, and that neither you nor I will have control over the future confidentiality of that information, including whether it is made available to an insurance data bank and/or your employer, or is re-released for other purposes.

TELEPHONE ACCESS & EMERGENCIES: I can be reached at my office weekdays (757) 253-0371. If I am in session, our office will accept your messages. Sometimes I will be unable to return your calls immediately, due to scheduling, or situations that require me to be away from my office. In the event of an emergency, you may call me evenings or weekends at (757)253-0371. When I am away for an extended period of time, a colleague will be available for emergency consultation at my same telephone number.