

NJB Counseling, LLC Practice Policies

PAYMENT FOR SERVICES Payment is due at the time of service. Self-pay clients are responsible for paying the self-pay rates in full at the start of every session.

PAST DUE BALANCES Payments are due at the time of service. Any outstanding balances over 30 days past due are subject to be sent to an outside collection agency. The client is ultimately responsible for payment of all professional fees.

CANCELLATION POLICY By signing this document, you understand that you will be charged a rate of \$60 for appointments cancelled without 24 hours notice and \$100 for no-show appointments with no notice. Clients who repeatedly do not give a 24-hour notice for cancellations or who do not keep scheduled appointments may be terminated. Three no-show appointments without notice may also result in termination of services. You have had the opportunity to discuss this consent with your therapist and do hereby give full voluntary consent/authorization for the treatment for yourself and/or your child/family under the conditions set forth.

TELEPHONE ACCESSIBILITY If you need to contact me between sessions, please leave a message on my voicemail. I am often not immediately available; however, I will attempt to return your call within 24 hours of any scheduled day I am in the office. If a true emergency situation arises, please call 911 or any local emergency room.

PROFESSIONAL RECORDS COST The laws and standards of our profession require that your therapist keep Protected Health Information (PHI) about you in your clinical record. If records are requested to be copied for another provider, legal proceeding, etc., in most circumstances I am allowed to charge you or your personal representative a copying fee of \$2.74 per page for the first ten pages, \$.57 per page for pages 11-50 and \$.23 for pages 52 and higher, plus the cost of any related postage.

LEGAL PROCEEDINGS In the event that your therapist becomes involved in legal proceedings as a result of therapy, such as but not limited to responding to a court order or attending a deposition or a hearing, you agree to pay for fees in connection with such a proceeding. You also agree that your therapist may consult with her attorney on how best to proceed and you agree to pay those legal costs. Time for depositions and court may involve preparation, travel time, and waiting to testify. In such situations your therapist may request a retainer which will be charged at the normal rate charge at that time for therapy. If any money in the retainer is not used your therapist will refund the balance. In the event that your therapist does not schedule patients in anticipation of a court proceeding and notice of a cancellation of the court proceeding within one week of its scheduled date is not received, you agree to pay for time your therapist lost with clients

that would have otherwise been scheduled. By signing below you understand that your therapist is not a forensic psychologist, a forensic interviewer, or a child custody evaluator. Your therapist is limited by the Board's guidelines regarding conflict of interest and scope of practice as to what testimony, if any, may be given.

SOCIAL MEDIA AND TELECOMMUNICATION 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. I 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 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.

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. I may terminate treatment after appropriate discussion with you and a termination process if I determine that the psychotherapy is not being effectively used or if you are in default on payment. 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 have read, understand, and agree to all of the above.