



### **Practice Policies**

Office Hours and Emergencies Sessions are scheduled at various times on weekdays ranging from 8:00 A.M. To 5:00 P.M. On occasion weekend appointments may be arranged. Should you have a mental health emergency during business hours or after hours and are not able to reach me please go to your nearest hospital emergency room or call 911. You may also call the following 24 hour. Risks hotlines for assistance. Weber County 801-625-3700, Davis County 801-773-7060, National Suicide Hotline 1-888-949-4864. During business hours my phone will be transferred to a professional staff to cancel appointments and answer basic questions.

### **Diagnosis, Insurance, Counseling Fee & Length of Session**

I am a provider for most insurance companies. Should you wish to use an insurance policy for counseling services, it is YOUR responsibility to contact your insurance company and inquire regarding specific coverage for your mental health services. Please ask for what coverage you have, if you have a co-payment or cost share and if you require Pre-authorization. Regardless of insurance you are responsible for your bill. Failure of insurance reimbursement, you will be liable and required to pay your balance for treatment rendered and future treatment. Please note most insurance companies REQUIRE a psychiatric diagnosis in order to pay claims and will become a part of your permanent record. Payment or copayment is expected at each session. Pay rates are as follows: \$180.00 for an initial diagnostic assessment; \$135.00 per 54 minute individual or couples sessions. Cash pay is \$100 for 54 minute sessions. Specialized treatment (Prolonged Exposure, EMDR & Gottman Method Couples Therapy) may have increased rates at \$150 per 54 minute sessions. This will be discussed prior to starting this form of treatment. A \$10.00 service charge will be charged for any checks returned. Please be aware that if you choose NOT to bill insurance and do cash pay and later decide that you want to bill your insurance, I will not back date claims but will start billing insurance from that point on.

Records request can be made at any time if necessary for other medical charts or MEB proceedings. Letters to court and all record request will be processed within 2 weeks of the initial request. If you will need any letters or documentation, plan accordingly as I will not rush to meet your emergency need (meaning do not call me asking/demanding a letter for court the same week as your court date!) Letters can be emailed, mailed or faxed as needed.

### **Cancellation Policy**

You are required to give 24 hours notice to cancel or reschedule an appointment or you will be charged a fee of \$50 for the scheduled missed appointment. NO CALL/NO SHOWS will be charged a \$100 fee before you can reschedule. Please be aware that work conflicts, childcare issues, double booking appointments or forgetting your appointment are not considered emergencies and you will be held responsible for the scheduled missed appointment. NOTE: Your insurance will not cover any portion of a missed appointment and you will be responsible

for the full missed appointment fee. Please understand that if you fail to show for an appointment or cancel at the last minute, you are taking away time that could be used for another client in need. Therapeutic intervention is only useful when you are present and attentive to your treatment. Please be mindful of the time you are scheduling appointments and make an effort to schedule at a time that you will not be rushed and will be engaged in your treatment.

### **Ethics and Professional Standards**

I adhere to the highest ethical and professional standards. If there is something that concerns you regarding any aspect of your treatment, please discuss it with me immediately. If you feel you have been treated unfairly or unethically by me and cannot resolve the problem with me you can contact the Utah Division of Occupational & Professional Licensing. You are strongly encouraged to discuss questions or concerns you have when entering a counseling relationship or the counseling process with me.

### **Education & Training**

I completed my Bachelors Degree from Weber State University in Ogden Utah. I completed a Masters degree in Social Work from the University of Utah. I am a Licensed Clinical Social Worker in the state of Utah and hold a valid license (#70271653501). I am a member of the Society for Social Work Leadership in Health care. My work settings have included community mental health, at risk youth early intervention treatment, Veterans Affairs & the United States Air Force. I have been providing counseling services since 2008. Evidence Based Practices

Evidence Based Practices (EBP) are therapeutic approaches to prevention or treatment that are based on theory and have undergone scientific evaluations that have shown the greatest potential to treatment outcomes compared to treatment as usual. I have been extensively trained, certified and supervised in the following EBPs:

Cognitive Behavioral Therapy (CBT)

Motivational Interviewing (MI)

Illness Management & Recovery

Prolonged Exposure (PE)

Eye Movement Desensitization and Reprocessing (EMDR)

Psycho-Educational Multifamily (PEMFG)

### **Social Media & 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 (Facebook, LinkedIn, etc). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. 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. Texting is not a requirement. If you are uncomfortable texting about your appointments or receiving a text message response from me, please call. There will be staff available throughout the day to answer calls to schedule appointments. If you are canceling an appointment same day and are comfortable texting please do this over calling. This allows me time to fill that slot with others.

### **Minors**

If you are a minor, your parents may be legally entitled to some information about your therapy. I 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. 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. I am not a mind reader. If you feel treatment is not going well please let me know! There is not a one size fits all for treatment and I need your assistance to identify potential barriers to treatment success.

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.