



## Office Policies, Consents, and Agreements

### Introduction:

This agreement is intended to provide clients with important information regarding my professional services and business policies. This consent form will provide a clear framework for our work together and will facilitate our therapeutic relationship. Any questions or concerns regarding the contents of this agreement should be discussed with me prior to signing it.

### Part I: Therapist Information

#### Professional Orientation:

I provide individual therapy for adults, and older adolescents. I also provide couples therapy, and yoga therapy. Some of the concerns I treat are depression, anxiety, post-traumatic stress disorder, addictions, and behavioral, self-esteem and relationship issues.

My style of treatment is Client Centered with Mindfulness and meditation techniques woven throughout much my work. I emphasize attachment theories and integrate Positive Psychology. I'm a EMDR trained therapist and I use EMDR to strengthen internal resources as well as reprocess traumatic memory. I teach yoga in our community and use many yogic concepts in therapeutic discussions. The office is a peaceful setting. The waiting room is infused with essential oils, and music where you can have a welcoming cup of tea while waiting for your appointment. My practice is shared with my husband, Mark Falls, Ph.D. also a therapist. Our practices are healthy environments for growth and healing to take place.

#### Educational/ Training Background:

I am a licensed Marriage and Family therapist in the state of California. For further information about my training, please visit my website.

### Part II: Client(s) Rights

1. You have the right to ask questions about any procedures used during therapy; if you wish, I will explain my approach and methods to you.
2. You have the right to decide not to receive therapeutic assistance from me; if you wish, I will provide you with the names of other qualified professionals whose services you might prefer.
3. You have the right to end therapy at any time without any moral, legal, or financial obligations other than those *already* accrued. I ask you contact me by phone or in person before you make such a decision without prior discussion.
4. You have the right to expect that I will maintain professional and ethical boundaries by not entering into other personal, financial, or professional relationships with you, all of which would greatly compromise our work together.
5. Therapy involves a partnership between therapist and client. As your therapist, I will contribute knowledge, skills and a willingness to do my best.

Client's Initial's

One of the most important rights involves confidentiality: within the limits of the law, information revealed by you during therapy will be kept strictly confidential and will not be revealed to any other person or agency without your written permission. As your therapist, I am legally prohibited from revealing to another person that you are in therapy with me, nor can I reveal what you have said to me in any way that identifies you without your written permission. However, in the following instances, your right to confidentiality must be set aside as required by law or my professional standards.

#### **Limits of Confidentiality:**

- a) Instances of actual or suspected physical or sexual abuse, emotional cruelty, or neglect of a child or an elder or dependent adult must be reported to the appropriate protective services.
- b) If I have a reason to believe that a client poses an unavoidable and imminent danger of violence to another person, I may warn the intended victim and notify the proper authorities.
- c) If you, as a client, reveal a serious intent to harm yourself, I am ethically bound to do what I can to help maintain your safety, which may involve notifying others who may be of assistance.
- d) If a judge orders my testimony or, in the context of a legal proceeding, you raise your own psychological state as an issue, I may be required to release your confidential information to the court.

In all of the above cases, it is incumbent upon me to release only that information necessary to appropriately carry out my responsibilities. Your confidentiality remains an *ethical priority*.

#### **Legal action:**

If legal actions occur in which I am requested or subpoenaed to provide testimony, you will be responsible to pay me directly for providing the following services: (a) the time spent preparing for the court, (b) the time spent for transportation to/from court, and (c) the time spent appearing in court. Charges for legal services will be billed at **\$ 300.00** per hour. This fee is NOT reimbursable by a Third-Party Payer and is therefore the full legal responsibility of the client and/or the client's parent or legal guardian.

### **Part III: The Therapeutic Process**

#### **Benefits and Risks of Therapy:**

Psychotherapy is a process in which you and I discuss a variety of issues, events and experiences for the purpose of creating positive change so you can experience your life more fully. Participating in therapy may result in a number of benefits to you, including, but not limited to, reduced stress and anxiety, a decrease in negative thoughts and self-sabotaging behaviors, improved interpersonal relationships, increased comfort in social, work, and family settings, increased capacity for intimacy, and increased self-confidence. There is no guarantee that therapy will yield any or all the benefits listed above.

Participating in therapy may also involve some discomfort, including remembering and discussing unpleasant events, feelings and experiences. The process may evoke strong feelings of sadness, anger, fear, etc. The issues presented by you may result in unintended outcomes, including changes in personal relationships. During the therapeutic process, many clients find that they feel worse before they feel better. This is generally a normal course of events. Personal growth and change may be easy and swift at times, but may also be slow and frustrating. Please address any concerns you have regarding your progress in therapy with me.

Client's Initial's

**Appointments:**

Your appointment time is reserved especially for you. Therapy sessions are 60, 75, or 90 minutes. Cancellations must be made 24 hours in advance; otherwise, you are responsible for the full fee of the session. Regular attendance is recommended to insure continuity and to enhance the effectiveness of the therapy.

**E-Mail, Cell Phones, Computers and Faxes:**

It is very important to be aware that computers, E-mail and cell phone communication can be relatively easily accessed by unauthorized people and, hence, can compromise the privacy and confidentiality of such communication. E-mails in particular are vulnerable to such unauthorized access since servers have unlimited and direct access to all e-mails that go through them. Additionally, the emails sent by myself are not encrypted. Faxes can easily be sent erroneously to the wrong address. I only use computers that are equipped with a firewall, a virus protection and a password. *Please do not use e-mail or faxes for emergencies.*

**Records and Administrative Services:**

I may take notes during session and will also produce other notes and records regarding treatment. These notes constitute my clinical and business records, which by law, I am required to maintain. Should you request a copy of my records, such a request must be made in writing. I reserve the right under California law, to provide you with a treatment summary in lieu of actual records. I also reserve the right to refuse to produce a copy of the record under certain circumstances, but may, as requested, provide a copy of the record to another treating health care provider. I will maintain client's records for seven years following termination of therapy. If a client is a minor, records will be maintained for ten years after minor's eighteenth birthday. However, after 7-10 years, your records may be destroyed in a manner that preserves your confidentiality.

**Professional Fees and Payments:**

We will discuss and establish our fee at the outset of treatment, and any fee change will be negotiated in good faith. Payment is expected at the beginning of each session unless we have agreed otherwise. Balances more than 120 days overdue may be subject to collection using a collection agency. However, I will first attempt to make other arrangements with you as needed. In general, it is important to discuss with me any issues that arise in connection with our financial arrangements, so that they do not hinder our working relationship

**Records and Administrative Services:**

I may take notes during session and will also produce other notes and records regarding treatment. These notes constitute my clinical and business records, which by law, I am required to maintain. Should you request a copy of my records, such a request must be made in writing. I reserve the right under Utah law, to provide you with a treatment summary in lieu of actual records. I also reserve the right to refuse to produce a copy of the record under certain circumstances, but may, as requested, provide a copy of the record to another treating health care provider. I will maintain client's records for seven years following termination of therapy. If a client is a minor, records will be maintained for ten years after minor's eighteenth birthday. However, after 7-10 years, your records may be destroyed in a manner that preserves your confidentiality.

Client's Initials

**Payments and Billing:**

You are responsible for your bill. Upon request, I can supply you with a receipt for each visit for proof of payment. I do not bill insurance companies and do not accept insurance deductibles and co-payments. You are responsible for payment of all fees even if you plan to seek insurance reimbursement. As a service to you, I will provide you with a billing statement that you can provide to your insurance company and other third party payers.

Payer 1. I agree by entering into therapy with Dana Falls, MFT, I will pay the full fee at each session. If I am late to a session, the length of the session may be shortened, and I agree to pay for a full session.

A 24-hour notice is required for cancellation of a scheduled session. If I do not meet this requirement, I agree to pay the full fee.

**Fee Structure:**

Individual (adult or child): \$180.00 Per 50 minute

Couple: \$180.00 Per 50 minute

**Forms of Payment**

The following forms of payment are accepted through this practice: Cash, Personal Checks, Venmo and the following credit or debit cards: Visa, Mastercard, American Express and Discover. If using a credit card, a \$5.00 fee will be applied.

Please use the following **Credit Card Authorization** as a means of payment for any services rendered through this practice. In case of late cancellations and/no shows for scheduled sessions, you will be charged the full fee of the session.

This form will be securely stored in your clinical file and may be updated upon request at any time.

## Credit Card Authorization Form

I \_\_\_\_\_, am authorizing Dana Falls, MFT to use my credit card information to charge for scheduled appointments, no-shows, and late cancellations.

Card Type (circle one): Visa MasterCard Discover Amex

Card #:

Expiration Date:

Name as Printed on Card:

Verification/Security Code (3-digit code on back of card by signature line):

Billing Address:

City:

State:

Zip:                    —

Signature:

Date:

### CONSENT FOR SERVICES

Thank you for reviewing this information and please feel free to discuss any of this information with me. My/Our signature(s) on this disclosure statement indicates I/We have read and understood the conditions of the consultation services outlined. I/We have had the opportunity to clarify any questions and agree to the terms described above before receiving services. I/We have been provided with a copy of this disclosure statement.

Client Signature

Date

Client Signature

Date

Therapist Signature

Date