



Applying the Science of Psychology to Life

CLIENT INFORMATION CONTRACT

Welcome to Reif Behavioral Solutions (RBS). This document contains important information about the professional services and business policies of RBS. Please read it carefully and jot down any questions you might have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between us.

PSYCHOLOGICAL SERVICES

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the psychologist and patient, and the particular problems you bring forward. There are many different methods I may use to deal with the problems that you hope to address. Psychotherapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for the therapy to be most successful, you will have to work on things we talk about, both during our sessions and on your own, outside of therapy sessions.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have benefits for people who go through it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees of what you will experience.

Our first 1-2 sessions will involve an evaluation of your needs. By the end of the evaluation, I will be able to offer you some first impressions of what our work will include and an initial treatment plan to follow, if you decide to continue with therapy. You should evaluate this information along with your own opinions of whether you feel comfortable working with me.

Therapy involves a large commitment of time, money, and energy, so you should be careful about the therapist you select. If you have questions about my procedures, we should discuss them whenever they arise. If your doubts persist, I will be happy to help you set up a meeting with another mental health professional for a second opinion.

MEETINGS

I normally conduct an evaluation that lasts from 1 to 2 sessions. During this time, we can both decide if I am the best person to provide the services you need in order to meet your treatment goals. If psychotherapy is begun, I will usually schedule one 45-50-minute session per week at a time we agree on, although some sessions may be longer or more frequent. Once an appointment hour is scheduled, you will be expected to pay for it unless you provide 48 hours advance notice of cancellation (unless we both agree that you were unable to attend due to circumstances beyond your control). If it is possible, I will try to find another time to reschedule the cancelled appointment.

PROFESSIONAL FEES

My evaluation fee is 175.00 per 50 min session. My fee per 50-minute session of counseling is \$175.00. In addition to weekly appointments, I will charge a fee of \$ 175.00 per hour for other professional services you may need, including telephone conversations lasting longer than 10 minutes, attendance at meetings with other professionals you have authorized, preparation of records or treatment summaries, and the time spent performing some other services you may request of me. If you become involved in legal proceedings that require my participation, you will be expected to pay for my services. Because of the difficulty of legal involvement, I charge \$300 per hour for preparation and attendance at any legal proceeding.

PAYMENTS

You will be expected to pay for each session at the time it is held. You may pay in cash, with a personal check, or by credit card. Payment schedules for other professional services will be agreed to when they are requested. (In circumstances of unusual financial hardship, I may be willing to negotiate a fee adjustment or payment installment plan.)

CONTACTING ME

I am often not immediately available by telephone. I usually do not answer the phone when I am with a patient. When I am unavailable, my telephone is answered by voice mail that I monitor frequently. I will make every effort to return your call as soon as possible and within 24 hours, with the exception of weekends, holidays, and when I am out of town. If you are difficult to reach, please inform me of some times when you will be available. If you are unable to reach me and feel that you can't wait for me to return your call, contact your family physician or the nearest emergency room and ask for the psychologist or psychiatrist on call. If I will be unavailable for an extended time, I will provide you with the name of a colleague to contact, if necessary.

PROFESSIONAL RECORDS

The laws and standards of my profession require that I keep treatment records. You are entitled to receive a copy of your records, or I can prepare a summary for you instead. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. If you wish to see your records, I recommend that you review them in my presence so that we can discuss the contents. (I am sometimes willing to conduct a review meeting without charge.) Patients will be charged an appropriate fee for any professional time spent in responding to information requests.

CONFIDENTIALITY

In general, the privacy of all communications between a patient and a psychologist is protected by law, and I can only release information about our work to others with your written permission. But there are a few exceptions.

In most legal proceedings, you have the right to prevent me from providing any information about your treatment. In some proceedings involving child custody and those in which your emotional condition is an important issue, a judge may order my testimony if he/she determines that the issues demand it.

There are some situations in which I am legally obligated to take action to protect others from harm, even if I have to reveal some information about a patient's treatment. For example, if I believe that a child, elderly person, or disabled person is being abused, I must file a report with the appropriate state agency.

If I believe that a patient is threatening serious bodily harm to another, I am required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the patient. If the patient threatens to harm himself/herself, I may be obligated to seek hospitalization for him/her or to contact family members or others who can help provide protection.

These situations have rarely occurred in my practice. If a similar situation occurs, I will make every effort to fully discuss it with you before taking any action.

While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns that you may have at our next meeting. I will be happy to discuss these issues with you if you need specific advice, but formal legal advice may be needed because the laws governing confidentiality are quite complex, and I am not an attorney.

Electronic Communication: Because confidentiality is paramount in the therapeutic relationship, I have a policy for communication via email. While often convenient, email does not guarantee security and confidentiality. Because there is no way for me to be completely sure that you are the sender of emails, I will not respond to emails sent to me once we enter treatment. While you are free to communicate information to me regarding cancellations

of appointments, I prefer that you telephone me for questions regarding treatment. This is the only way I can ensure your confidentiality is maintained.

Use of Smartphone Apps: There are more than 500 self-help apps on the apple app store. Some of them can be a nice way to augment treatment, and to encourage and enhance homework practice between sessions. While I may encourage you to try a few that pertain to your treatment, I cannot take responsibility for the confidentiality of the information you input, and you should consider them to be used at your own risk. Many apps have passcode protection and I encourage you to use it. Although it is sometimes an option, I do not allow my clients to e-mail me through the apps, for reasons stated above. Please share your progress during our sessions.

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Signed _____

Date _____