



PARTNERS
IN PARENTING

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CLINICAL SERVICES AGREEMENT

This document contains important information about our professional services and business policies. Please read it carefully and write 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.

CLINICAL SERVICES

Partners in Parenting is a family-focused mental health practice providing evaluations, interventions, outpatient therapy, parent groups, and consultations in and around Richmond, Virginia. Using an innovative model of service delivery Partners in Parenting (PIP) provides both evidence-based clinical services for families and a nonprofit focused on research, training, and advocacy. Please visit our website at www.piprva.com to learn more about us.

PSYCHOLOGICAL EVALUATION SERVICES

Once an appointment has been scheduled, you will be asked to complete a background information form and bring this with you to your first appointment. Guardian(s) are usually requested to come in for an intake interview prior to the testing sessions with the child. This interview will generally last one hour. The purpose is to clarify the reasons for the evaluation and to review relevant background information. **It is very helpful at this time for guardians to bring copies of pertinent records such as previous evaluations, report cards, and other school records or notes from teachers, therapists, doctors, etc.** Following this intake interview, each testing session itself will generally require two to three hours. The test battery will be carefully chosen to respond to the particular questions you have about your child and may involve a combination of intellectual, academic achievement, and personality assessment measures. Specialized evaluations are also available but require approval and funding from the community. Approximately two weeks after testing is completed an appointment will be scheduled to provide written and verbal feedback to the guardian(s). Two final written copies of the psychological evaluation report will be provided when the client's portion of payment has been received by Partners in Parenting.

PSYCHOTHERAPY SERVICES

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the therapist and patient, and the particular problems you hope to address. There are many different methods used to deal with those problems. 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 at home.

Psychotherapy can have benefits and risks. Because 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 as to what you will experience.

Our first few sessions will involve an evaluation of your needs. By the end of the evaluation, your therapist will be able to offer you some first impressions of what the work will include and a treatment plan to follow, if you decide to continue with therapy. You should evaluate this information along with your own opinions about whether you feel comfortable working with your therapist. At the end of the evaluation, I will notify you if I believe that I am not the right therapist for you and, if so, I will give you referrals to other practitioners whom I believe are better suited to help you.

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

CONFIDENTIALITY

All communication between the PIP therapists and their clients will be held in strict confidence and will not be released to anyone without the guardian's written consent except in cases where required by law (child abuse, danger to others, suicide, court subpoena). Information released to insurance companies for payment for services will only show a coded diagnosis, the dates of service, and charges.

In general, the privacy of all communications between you and your therapist is protected by law, and it can only be released to others with your written permission. But there are a few exceptions.

In most legal proceedings, you have the right to prevent your therapist from providing any information about your treatment. In some legal proceedings, a judge may order testimony if he/she determines that the issues demand it, and we must comply with that court order.

There are some situations in which your therapist is 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 the therapist believes that a child [elderly person or disabled person] is being abused or has been abused, the therapist is required to make a report to the appropriate state agency.

If your therapist believes that a client is threatening serious bodily harm to another, he or she may be required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the client. If the client threatens to harm himself/herself, the therapist may be obligated to seek hospitalization for him/her or to contact family members or others who can help provide protection. If a similar situation occurs in the course therapy, the therapist will attempt to fully discuss it with you before taking any action.

The therapist may occasionally find it helpful to consult other professionals about a case. During a consultation, the therapist makes every effort to avoid revealing the identity of the client. The consultant is also legally bound to keep the information confidential. Ordinarily, the therapist will not tell you about these consultations unless he or she believes that it is important to our work together.

Although this written summary of exceptions to confidentiality is intended to inform you about potential issues that could arise, it is important that you and your therapist discuss any questions or concerns that you may have during your sessions. However, if you need specific clarification or advice that the therapist is unable to provide, formal legal advice may be needed, as the laws governing confidentiality are quite complex and the therapist is not an attorney.

APPOINTMENTS

If you have questions about any of PIP's services or would like to schedule an appointment with one of our therapists, please email us at info@piprva.com or call 804-442-7192.

We normally conduct an initial assessment that will last from 2 to 4 sessions. During this time, your therapist and you can both decide if you are a good fit to provide the services you need in order to meet your treatment goals. If you both agree to begin psychotherapy, you will typically schedule one [45-minute] session (one appointment hour of [45] minutes duration) per week, at a mutually agreed upon time, 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 24 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, the therapist will try to find another time to reschedule the

appointment. In most instances, you need to contact your therapist directly by voicemail. ***\$75.00 will be charged for a missed 45-60 minute session and per hour for missed psychological testing sessions.***

FINANCIAL ARRANGEMENTS

Our fees are listed below and vary according to the type and length of service provided. PIP will file claims only with those insurance companies for which we participate. Fees for therapy and testing not covered by insurance will need to be paid in full at the time of service. Our specialized services and evaluations will require agency or community funding. If you need a claim form to file with your insurance company, please let us know. Partners in Parenting accepts VISA, Mastercard, American Express, Discover, personal checks, and cash at the time of service.

You are expected to pay for each session at the time it is held, unless an alternative agreement is made otherwise or unless you have insurance coverage that requires another arrangement. Payment schedules for other professional services will be agreed to when such services are requested.

If your account has not been paid for more than 60 days and arrangements for payment have not been agreed upon, PIP has the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small claims court. [If such legal action is necessary, its costs will be included in the claim.] In most collection situations, the only information PIP will release regarding a patient's treatment is his/her name, the dates, times, and nature of services provided, and the amount due.

Standard fees:

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|---------------------------------------|------------|
| Initial Clinical Appointment | \$175 |
| Initial Clinical Appointment - Couple | \$200 |
| 45 Minute Therapy Session | \$125 |
| 60 Minute Therapy Session | \$150 |
| Family Therapy Session | \$175 |
| 90 Minute Couple Therapy Session | \$180 |
| Psychological Testing | \$150/hour |
| Court/Legal Testimony | \$300/hour |
| Extended Case Management | \$75/hour |
| Missed Scheduled Sessions | \$75/hour |

PIP charges the same hourly rate for other professional services you may need, though we will prorate the hourly cost if I work for periods of less than one hour. Other professional services include report writing, telephone conversations lasting longer than 10 minutes, attendance at meetings with other professionals you have authorized, preparation of treatment summaries, and the time spent performing any other service you may request.

If you become involved in legal proceedings that require therapist participation, you will be expected to pay for any professional time the therapist spends on your legal matter, even if the request comes from another party. PIP charges \$300 per hour for professional services that are requested or required to perform in relation to your legal matter.

MISSED APPOINTMENTS

You agree to contact your PIP therapist at least 24 hours in advance if I need to change an appointment time. Partners in Parenting has an automated reminder text messaging system that cannot be replied. A separate email or phone call is necessary to cancel an appointment.

You understand that you will be charged, if you do not show up for a scheduled appointment or cancel with less than 24-hours notice. A ****\$75.00*** fee is charged for a 45-60 minute therapy session or for each hour of psychological testing session. Exceptions can be made for extenuating circumstances, but will need to be reviewed and approved by my therapist.

You give permission for my credit card information to be confidentially stored and used to pay for unexcused missed appointments. Furthermore, you understand that this will occur at the end of the business day of the missed appointment.

INSURANCE REIMBURSEMENT

If you have a health insurance policy, it will usually provide some coverage for mental health treatment. PIP will fill out forms and provide you with whatever assistance we can in helping you receive the benefits to which you are entitled; however, you (not your insurance company) are responsible for full payment of PIP fees. It is very important that you find out exactly what mental health services your insurance policy covers. You should carefully read the section in your insurance coverage booklet that describes mental health services. If you have questions about the coverage, call your plan administrator.

Due to the rising costs of health care, insurance benefits have increasingly become more complex. It is sometimes difficult to determine exactly how much mental health coverage is available. "Managed Health Care" plans often require authorization before they provide reimbursement for mental health services. These plans are often limited to short-term treatment approaches designed to work out specific problems that interfere with a person's usual level of functioning. It may be necessary to seek approval for more therapy after a certain number of sessions. Though a lot can be accomplished in short-term therapy, some patients feel that they need more services after insurance benefits end. [Some managed-care plans will not allow PIP to provide services to you once your benefits end. If this is the case, we will try to assist you in finding another provider who will help you continue your psychotherapy.]

You should also be aware that most insurance companies require that PIP provide them with your clinical diagnosis. Sometimes PIP has to provide additional clinical information, such as treatment plans, progress notes or summaries, or copies of the entire record (in rare cases). This information will become part of the insurance company files. Though all insurance companies claim to keep such information confidential, PIP has no control over what they do with it once it is in their hands. In some cases, they may share the information with a national medical information databank. PIP will provide you with a copy of any records we submit, if you request it. You understand that, by using your insurance, you authorize PIP to release such information to your insurance company. PIP will try to keep that information limited to the minimum necessary.

Once we have all of the information about your insurance coverage, we will discuss what we can expect to accomplish with the benefits that are available and what will happen if they run out before you feel ready to end our sessions. It is important to remember that you always have the right to pay for my services yourself to avoid the problems described above [unless prohibited by the insurance contract].

TELEPHONE CALLS

For questions about services provided by PIP or to schedule an initial appointment please call 804-442-7192. Ongoing scheduling of recurring appointments and questions regarding a particular clinical case should be directed to the treating therapist. Therapists will return phone calls promptly on the days they are in the office, however, there may be delays on days they are not in the office. If you need to speak directly to any of our therapists about an urgent matter and are unable to reach them, please tell the PIP Administrative staff (804-442-7192) so that they may be contacted as soon as possible. If you are unable to reach your therapist and feel that you cannot wait for me to return your call, contact your family physician or the nearest emergency room and ask for the psychologist, psychiatrist, social worker on call.

PERMISSION FOR EMAIL AND/OR TEXT MESSAGE COMMUNICATION

Email and text messaging allows Partners in Parenting therapists to exchange information efficiently for the benefit of our clients. At the same time, we must recognize that email and text messaging are not a completely secure means of communication because these messages can be addressed to the wrong person or accessed improperly while in storage or during transmission.

If you give signed permission for us to send you email and/or text messages about appointments and

scheduling, please complete and sign this Consent below. You are not required to authorize the use of email and/or text messaging and a decision not to sign this authorization will not affect your health care in any way. If you prefer not to authorize the use of email and/or text messaging, we will continue to use U.S. Mail or telephone to communicate with you.

CONSENT TO PSYCHOTHERAPY AND/OR EVALUATION

Your signature below indicates that you have read this Agreement and the Notification of Privacy Practices and agree to their terms.

You have reviewed the above information and agree to the terms specified. You understand the limits to confidentiality required by law. You consent to the use of a diagnosis in billing, and to release of that information and other information necessary to complete the billing process. You understand your rights and responsibilities as a client, and the therapist's responsibilities to you. You agree to undertake therapy/evaluation with Partners in Parenting.

Your signature below indicates that you have received and read the [Partners in Parenting Privacy Policy](#) (downloadable form on-line and copies available in lobby).

Client's name: _____ DOB: _____

Client's signature: _____ Date: _____

Minor Client's Parent/Guardian Name: _____ DOB: _____

Minor Client's Parent/Guardian Signature: _____ Date: _____

Minor Client's Other Parent/Guardian Name: _____ DOB: _____

Minor Client's Other Parent/Guardian Signature: _____ Date: _____