

Practice Policies

Confidentiality: Under state and federal law, matters discussed with your psychotherapist are confidential unless exceptions exist under the law. In most cases, an order to release any information related to your treatment, you will be required to sign a release of information. During therapy, you may request that some information be discussed with another person (i.e. your physician, spouse/partner, children, parents, teacher/school, etc). If you desire that information be communicated about you to someone else, please ask for a release of information form. If I feel that it will be useful to you during the therapy process to discuss your progress or situation with another person, you will be asked for your written permission to do so. Please refer to your HIPAA Notice of Privacy Practices for additional information regarding your rights as to the release, use and disclosure of your protected health information.

Cancellation Policy: If you **do not** come to your appointment or if you **cancel with less than 24 hour notice, I will bill you \$100 for that missed session.** The fee can not be submitted to your insurance company for reimbursement. As such, I require all patients to keep a credit card on file to be used in the instance an appointments missed without the required advanced notice. Scheduling an appointment means that it will be held only for you and, therefore, cannot be used by another person. If you are late, the session will still end at the normal time.

Appointments: Therapy session will typically be on a weekly or bi-weekly basis. Additional appointment times can be arranged on an “as needed basis”. A “therapy hour” is typically 55 minutes in duration and may be referred to as a “clinical hour”. Sessions can also be 45 minutes in duration depending on insurance/billing guidelines.

Telephone Messages: Due to the structure of my appointments, I am not always able to receive “live calls”. You may leave a message at (847) 737-5277 x108 at any time. I will return your call at my earliest availability.

Children in the Waiting Room: We are unable to provide supervision for children in the waiting room and cannot accept responsibility for their safety if left unattended. For the safety and welfare of the children and out of consideration for others, please make other arrangements for childcare during therapy appointments. Parents will be held responsible for any property damage caused by their child. Out of consideration for other patients, please have your children refrain from speaking loudly or running around the waiting room while you are waiting.

Duty To Warn: Under the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the psychotherapist may “warn” any intended victim, as well as the responsible authorities, and disclose confidential information where a client discloses in session that he or she intends to cause serious mental or physical harm to a specifically identifiable victim and presents a clear and imminent risk of harm. It is then the psychotherapist’s responsibility to take steps to notify the victim and/or local authorities and provide enough information with which the authorities and/or the victim might prevent the harm from occurring and/or in order to prevent serious threat to public safety. Therefore, if a client discloses an intent to harm a specific person the psychotherapist must either contact that person and the authorities, or attempt to secure the hospitalization of the individual. These disclosures are also protected by an immunity clause statute.

Mandated Reporting: The Abused and Neglected Children’s Reporting Act in Illinois requires that “Mandated Reporters” must disclose any suspected instances of abuse or neglect of minors to the Illinois Department of Children and Family Services (DCFS). I am a

mandated reporter, as are all mental health service providers. The only requirement is that the “provider” has a good faith belief or conclusion that a neglect or abuse situation exists. If this is so in the mind of the mandated reporter the law absolutely requires that a phone call be made to DCFS such that DCFS may investigate the situation. If such a report is made, it is my policy to first advise the client that the report will be made. Subsequent to the “mandated” report, the client and possibly others will be contacted by a follow up investigator from DCFS. If these investigators confirm the presence of abuse or neglect has occurred, a letter will be issued, and possible court hearings could result. If the DCFS investigators conclude that no abuse or neglect has occurred, a letter will be issued indicating that the claim is “unfounded”. The mandated reporter has no choice but to make reports in these situations. The client should be aware that the statute provides for loss of license if a mandated reporter fails to make a mandated report. The statute also provides the mandated reporter with absolute immunity from any criminal or civil liability in the event that such a report is made, even without the consent of the client.

By signing this document I acknowledge that I have read and understand these policies.

Client Signature

Dates