

Cahaba Marriage & Family Counseling  
Teletherapy Policies & Procedures

The following policies are in place to protect your confidentiality, secure your safety, and adhere to best practices in telemental health. Please familiarize yourself with these policies and procedures.

- If you are a new client and have not previously been seen in our office you must present your ID or valid Driver's license and insurance card if using insurance.
- Sessions will not be conducted while you are driving or if you have been using alcohol or drugs of anytime not authorized by your physician.
- No recording of sessions without therapist's permission. If you have questions about this policy please discuss this with your therapist.
- \*\*\*You must identify your address or location at the beginning of each session as well as provide the name and contact information for your emergency contact.
- Client must verify that you are in a confidential location at the start of each session. If you are at your office or home with others there is an increased risk for disturbance of your session and increased risk to maintaining confidentiality.
- Client must verify that there are no other children or adults present unless included as part of the session.
- Client must make sure they are in a location with a reliable internet connection, login to VTConnect, and be prepared to begin session on time.
- In the event of technical difficulty, we will follow the following procedure:
  - Therapist will first attempt to reconnect via VTConnect. If that fails, therapist will call client and we will complete the session via telephone on the office's main number 205-440-2133.

I have read the Teletherapy Policies and Procedures. My signature below indicates that I understand and agree to the above policies and procedures.

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Signature

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Date