

Practice Policies

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PRACTICE POLICIES

Thank you for joining my psychotherapy practice. There are many types of psychotherapy, and many ways to be a therapist. In my work, I focus on the importance of a strong therapeutic relationship that is built on trust and open communication. I find that if we work to build a trusting relationship, the sometimes challenging work of psychotherapy can feel safer and more effective. This process starts with having clear information about the policies around my practice. Please read this form and let me know if you have any questions about my practice policies.

FEES My standard rate for psychotherapy is \$250 per 50 minute session. If we are meeting for a type of treatment that meets longer than 50 minutes, each hour will be billed at the rate of \$250 per hour. If we have discussed an alternative rate, please confirm with me prior to our first session. If you have any changes in what you can afford, please communicate with me and we can discuss options. My intention is to not limit treatment for reason of cost if at all possible.

INSURANCE COVERAGE I currently do not accept outside insurance in this practice. It is possible that your insurance plan may provide some reimbursement for Out Of Network (OON) psychotherapy. This means they may provide some percentage of the cost back to you if you submit the sessions to them. This is commonly done by finding your Superbill (record of service and payment) on the SimplePractice client portal, or you can ask me about getting this. You can submit this to your insurance. If you would like to find out how much reimbursement you will get back, you can ask your insurance what they cover for the OON CPT code 90837 (60min psychotherapy session). They will give you information about your deductible and other factors that play into reimbursement.

APPOINTMENTS AND CANCELLATIONS Please remember to cancel or reschedule 48 hours in advance. You will be responsible for the entire fee if cancellation is less than 48 hours. You are welcome to contact your clinician at any time to discuss rescheduling, but if rescheduling is not possible or within reason and the request is made within 48 hours of the appointment, it will be treated as a cancellation and subject to billing. This is necessary because a time commitment is made to you and is held exclusively for you.

The standard meeting time for psychotherapy is 50 minutes. It is up to you, however, to determine the length of time of your sessions. Requests to change the 50-minute session needs to be discussed with the therapist in order for time to be scheduled in advance.

TELEPHONE ACCESSIBILITY If you need to contact me between sessions, please leave a message on my voice mail. I am often not immediately available; however, I will attempt to return your call within 24 hours. However, in the event that you are out of town, sick or need additional support, phone sessions are available. Please do not call me in the event of an emergency, as I may not be able to respond quickly. If a true emergency situation arises, please call 911 or any local emergency room.

SOCIAL MEDIA AND TELECOMMUNICATION

Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

ELECTRONIC COMMUNICATION

I cannot ensure the confidentiality of any form of communication through electronic media, including text messages. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, I will do so. While I may try to return messages in a timely manner, I cannot guarantee immediate response and request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies.

Services by electronic means, including but not limited to telephone communication, the Internet, facsimile machines, and e-mail is considered telemedicine by the State of California. Under the California Telemedicine Act of 1996, telemedicine is broadly defined as the use of information technology to deliver medical services and information from one location to another. If you and your therapist chose to use information technology for some or all of your treatment, you need to understand that:

- (1) You retain the option to withhold or withdraw consent at any time without affecting the right to future care or treatment or risking the loss or withdrawal of any program benefits to which you would otherwise be entitled.
- (2) All existing confidentiality protections are equally applicable.
- (3) Your access to all medical information transmitted during a telemedicine consultation is guaranteed, and copies of this information are available for a reasonable fee.
- (4) Dissemination of any of your identifiable images or information from the telemedicine interaction to researchers or other entities shall not occur without your consent.

ENDING TREATMENT (sometimes called Termination)

Ending relationships can be difficult. Therefore, it is important to have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. I may terminate treatment after appropriate discussion with you and a termination process if I determine that the psychotherapy is not being effectively used or if you are in default on payment. I will not terminate the therapeutic relationship without first discussing and exploring the

reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, I will provide you with a list of qualified psychotherapists to treat you. You may also choose someone on your own or from another referral source.

Should you fail to schedule an appointment for three consecutive weeks, unless other arrangements have been made in advance, for legal and ethical reasons, I must consider the professional relationship discontinued.

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.