

# Brandy Vanderheiden, MA, MFT, SEP

MFT #49771

## Office Policies

The following covers my general office policies. Please feel free to ask questions.

**APPOINTMENTS:** Therapy sessions are 50 minutes long and are normally scheduled on an ongoing basis at the same time each week.

**CANCELLATION POLICY:** Since this appointment is reserved specifically for you, I must be notified 24 hours before the starting time of your appointment if you wish to reschedule or cancel. If this is not possible, *the full fee* will be charged for the missed session. Initial \_\_\_\_\_

**CONFIDENTIALITY:** All information disclosed within sessions is confidential and will not be revealed to anyone without written permission except where mandated by law. Disclosure may be required in the following circumstances:

- There is reasonable suspicion of child, elder or dependent adult abuse
- There is reasonable suspicion that the client presents a danger to self or others
- In the case of a court subpoena or civil or criminal lawsuit.

**FEES:** Fees are due at the time of each session unless other arrangements have been made. If a check cannot be deposited due to insufficient funds, you will be responsible for the original amount plus the fee my bank charges me. I will provide a month's notice of any increase in my fee.

**PROFESSIONAL CONSULTATIONS:** Follow ups with parents, psychiatrists, therapists, school personnel, or others as directed by the client or client's parent are billed in 15 minute increments at my current hourly rate. Consults are generally by phone or email. Additionally, I participate in consultation with professional colleagues in order to support the work we do together, and may discuss content and process of our work together without revealing your identity. There is no cost to you for these consultations.

### **THERAPIST AVAILABILITY/EMERGENCIES:**

Periodic telephone consultations between office visits are welcome. However, I will attempt to keep those contacts brief because I believe that important issues are better addressed within regularly scheduled sessions. You may leave a message for me at any time on my confidential voicemail. If you want me to return your call, please be sure to leave your name and phone number(s), along with a brief message concerning the nature of your call. I will generally return calls within 24 business hours. Consultations longer than 10 minutes will be billed in prorated 15 minute increments based on my current hourly rate. Email responses will be brief.

I have read and understood the above.

Client Name: \_\_\_\_\_ Client Date of Birth (minors): \_\_\_\_\_

Client or parent signature \_\_\_\_\_ Date \_\_\_\_\_

Street Address: \_\_\_\_\_ City/zipcode: \_\_\_\_\_

Mobile number: \_\_\_\_\_ Email: \_\_\_\_\_

Parent Name (for minor clients): \_\_\_\_\_