

Janice DeCovnick, Ph.D.

Licensed Clinical Psychologist - PSY7973
Licensed Marriage, Family, And Child Counselor - MFT17769

**OFFICE POLICIES & GENERAL INFORMATION
AGREEMENT FOR PSYCHOTHERAPY/EVALUATION
SERVICES**

This form provides you (patient) with information that is additional to that detailed in the Notice of Privacy Practices.

CONFIDENTIALITY: All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without your (client's) written permission, except where disclosure is required by law. Most of the provisions explaining when the law requires disclosure were described to you in the Notice of Privacy Practices that you received with this form.

When Disclosure Is Required By Law: Some of the circumstances where disclosure is required by the law are: where there is a reasonable suspicion of child, dependent or elder, abuse or neglect; and where a client presents a danger to self, to others, to property, or is gravely disabled (for more details see also Notice of Privacy Practices form).

When Disclosure May Be Required: Disclosure may be required pursuant to a legal proceeding. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by Janice DeCovnick Ph. D. In couple and family therapy, or when different family members are seen individually, confidentiality and privilege do not apply between the couple or among family members. Janice DeCovnick Ph. D. will use her clinical judgment when revealing such information. Janice DeCovnick Ph. D. will not release records to any outside party unless she is authorized to do so by **all** adult family members who were part of the treatment.

Emergencies: If there is an emergency during our work together, or in the future after termination, where Janice DeCovnick Ph. D. becomes concerned about your personal safety, the possibility of you injuring someone else, or about you receiving proper psychiatric care, she will do whatever she can within the limits of the law, to prevent you from injuring yourself or others and to ensure that you receive the proper medical care. For this purpose, she may also contact the person whose name you have provided on the biographical sheet.

Health Insurance & Confidentiality of Records: Disclosure of confidential information may be required by your health insurance carrier or HMO/PPO/MCO/EAP in order to process the claims. If you so instruct Janice DeCovnick Ph. D., only the minimum necessary information will be communicated to the carrier. Unless authorized by you explicitly the Psychotherapy Notes will not be disclosed to your insurance carrier. Janice DeCovnick Ph. D. has no control or knowledge over what insurance companies do with the information she submits or who has access to this information. You must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk to confidentiality, privacy, or to future eligibility to obtain health or life insurance. The risk stems from the fact that mental health information is entered into insurance companies' computers and soon will also be reported to the, congress-approved, National Medical Data Bank. Accessibility to companies' computers or to the National Medical Data Bank database is always in question, as computers are inherently vulnerable to break-ins and unauthorized access. Medical data has been reported to have been sold, stolen, or accessed by enforcement agencies; therefore, you are in a vulnerable position.

Confidentiality of E-mail, Cell Phone and Faxes Communication: It is very important to be aware that e-mail and cell phone communication can be relatively easily accessed by unauthorized people and hence, the privacy and confidentiality of such communication can be compromised. E-mails, in particular, are vulnerable to such unauthorized access due to the fact that servers have unlimited and direct access to all e-mails that go through them. Faxes can easily be sent erroneously to the wrong address. Please notify Dr. Janice DeCovnick Ph. D. at the beginning of treatment if you decide to avoid or limit in any way the use of any or all of the above-mentioned communication devices. Please do not use e-mail or faxes for emergencies.

2865 San Benito Drive, Walnut Creek, CA 94598 Ph. (925) 938-8789 Fax (925) 938-0737

Litigation Limitation: Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, it is agreed that should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you (client) nor your attorney, nor anyone else acting on your behalf will call on Janice DeCovnick Ph. D. to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested. Exceptions to this limitation are limited to Worker's Compensation cases, forensic evaluation, evaluations needed for immigration court, or other specific situations agreed upon by Janice DeCovnick Ph.D. and you, the client, at the outset of treatment or evaluation.

Consultation: Janice DeCovnick Ph. D. consults regularly with other professionals regarding her clients; however, the client's name or other identifying information is never mentioned. The client's identity remains completely anonymous, and confidentiality is fully maintained.

* Considering all of the above exclusions, if it is still appropriate, upon your request, Janice DeCovnick Ph. D. will release information to any agency/person you specify unless Janice DeCovnick Ph. D. concludes that releasing such information might be harmful in any way.

TELEPHONE & EMERGENCY PROCEDURES: If you need to contact Janice DeCovnick Ph. D. between sessions, please leave a message with the answering machine (925)938-8789 and your call will be returned as soon as possible. Janice DeCovnick Ph. D. checks her messages a few times a day, unless she is out of town. If an emergency situation arises, please indicate it clearly in your message. If you need to talk to someone right away, you can call the 24-hour crisis line (1-800) 833-2900, the Police (911), or the 24-hour Mt. Diablo Medical Center Emergency (925) 674-2333. When Janice DeCovnick Ph.D. is out of town, her answering machine will indicate a specific professional (and phone number) who can be called in case of emergency or will indicate that she will be checking her messages once each day and returning urgent calls then.

PAYMENTS & INSURANCE REIMBURSEMENT: Clients are expected to pay the standard fee of \$_____ per 50 minute session at the end of each session or at the end of the month unless other arrangements have been made. Extended telephone conversations, site visits, report writing and reading, extended consultation with other professionals, release of extensive information, reading extensive records, longer sessions, travel time, etc. will be charged at the same rate, unless indicated and agreed otherwise. Please notify Janice DeCovnick Ph. D. if any problem arises during the course of therapy regarding your ability to make timely payments. Clients who carry insurance should remember that professional services are rendered and charged to the clients and not to the insurance companies. Unless agreed upon differently, Janice DeCovnick Ph. D. will provide you with a copy of your receipt on a monthly basis, which you can then submit to your insurance company for reimbursement if you so choose. As was indicated in the section, *Health Insurance & Confidentiality of Records*, you must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk. Not all issues/conditions/problems, which are the focus of psychotherapy, are reimbursed by insurance companies. Not all psychological services which Janice DeCovnick Ph.D. may offer you and to which you agree are reimbursed by insurance companies. It is your responsibility to verify the specifics of your coverage. Your insurance company may at some point in your treatment determine that your treatment is no longer medically necessary according to how they define medical necessity. You and/or Janice DeCovnick Ph.D. may or may not be in agreement with your insurance company's decision. If you wish, I will assist you upon your request in appealing their decision; however, please be aware that your insurance company may require additional, often highly confidential information beyond what I would ordinarily provide them in order to proceed with such an appeal. Appeals are sometimes successful and sometimes denied. At whatever point your insurance company no longer covers your mental health treatment, if you and Janice DeCovnick Ph.D. agree that it is necessary and/or beneficial for you to continue in treatment, you will be charged for your treatment on an out of pocket basis.

MEDIATION & ARBITRATION: All disputes arising out of or in relation to this agreement to provide psychotherapy services shall first be referred to mediation, before, and as a pre-condition of, the initiation of arbitration. The mediator shall be a neutral third party chosen by agreement of Janice DeCovnick Ph.D. and client(s). The cost of such mediation, if any, shall be split equally, unless otherwise agreed. In the event that mediation is unsuccessful, any unresolved controversy related to this agreement should be submitted to and settled

by binding arbitration in Contra Costa County, in accordance with the rules of the American Arbitration Association which are in effect at the time the demand for arbitration is filed. Notwithstanding the foregoing, in the event that your account is overdue (unpaid) and there is no agreement on a payment plan, Janice DeCovnick Ph. D. can use legal means (court, collection agency, etc.) to obtain payment. The prevailing party in arbitration or collection proceedings shall be entitled to recover a reasonable sum for attorneys' fees. In the case of arbitration, the arbitrator will determine that sum.

THE PROCESS OF THERAPY/EVALUATION: Participation in therapy can result in a number of benefits to you, including improving interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Working toward these benefits, however, requires effort on your part. Psychotherapy requires your very active involvement, honesty, and openness in order to change your thoughts, feelings and/or behavior. Janice DeCovnick Ph. D. will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. Sometimes more than one approach can be helpful in dealing with a certain situation. During evaluation or therapy, remembering or talking about unpleasant events, feelings, or thoughts can result in your experiencing considerable discomfort or strong feelings of anger, sadness, worry, fear, etc. or experiencing anxiety, depression, insomnia, etc. Janice DeCovnick Ph. D. may challenge some of your assumptions or perceptions or propose different ways of looking at, thinking about, or handling situations that can cause you to feel very upset, angry, depressed, challenged, or disappointed. Attempting to resolve issues that brought you to therapy in the first place, such as personal or interpersonal relationships, may result in changes that were not originally intended. Psychotherapy may result in decisions about changing behaviors, employment, substance use, schooling, housing, or relationships. Sometimes a decision that is positive for one family member is viewed quite negatively by another family member. Change will sometimes be easy and swift, but more often it will be slow and even frustrating. There is no guarantee that psychotherapy will yield positive or intended results. During the course of therapy, Janice DeCovnick Ph. D. is likely to draw on various psychological approaches according, in part, to the problem that is being treated and her assessment of what will best benefit you. These approaches include behavioral, cognitive-behavioral, psychodynamic, existential, system/family, developmental (adult, child, family), or psycho-educational.

Discussion of Treatment Plan: Within a reasonable period of time after the initiation of treatment, Janice DeCovnick Ph. D. will discuss with you (client) her working understanding of the problem, treatment plan, therapeutic objectives and goals, and her view of the possible outcomes of treatment. If you have any unanswered questions about any of the procedures used in the course of your therapy, their possible risks, Janice DeCovnick Ph.D.'s expertise in employing them, or about the treatment plan, please ask and you will be answered fully. You also have the right to ask about other treatments for your condition and their risks and benefits. If you could benefit from any treatment that Janice DeCovnick Ph. D. does not provide, she has an ethical obligation to assist you in obtaining those treatments.

Termination: As set forth above, after the first couple of meetings, Janice DeCovnick Ph. D. will assess if she can be of benefit to you. Janice DeCovnick Ph. D. does not accept clients who, in her opinion, she cannot help. In such a case, she will give you a number of referrals that you can contact. If at any point during psychotherapy, Janice DeCovnick Ph. D. assesses that she is not effective in helping you reach the therapeutic goals, she is obliged to discuss it with you and, if appropriate, to terminate treatment. In such a case, she would give you a number of referrals that may be of help to you. If you request it and authorize it in writing, Janice DeCovnick Ph. D. will talk to the psychotherapist of your choice in order to help with the transition. If at any time you want another professional's opinion or wish to consult with another therapist, Janice DeCovnick Ph. D. will assist you in finding someone qualified, and, if she has your written consent, she will provide her or him with the essential information needed. You have the right to terminate therapy at any time. If you choose to do so, Janice DeCovnick Ph. D. will offer to provide you with names of other qualified professionals whose services you might prefer. When treatment is proceeding well, termination typically occurs when your treatment goals have been reached to your satisfaction. It is helpful to the treatment process for you to tell Janice DeCovnick, Ph.D. when you feel you are close to reaching your goals so that this issue can be discussed and an approximate termination date can be set.

Dual Relationships: Not all dual relationships are unethical or avoidable. Therapy never involves sexual or any other dual relationship that impairs Janice DeCovnick, Ph.D.'s objectivity, clinical judgment, or therapeutic effectiveness or can be exploitative in nature. Janice DeCovnick Ph. D. will assess carefully before entering into non-sexual and non-exploitative dual relationships with clients. Walnut Creek is a small town and many clients know each other and Janice DeCovnick Ph. D. is from the community. Consequently you may bump into someone you know in the waiting room or into Janice DeCovnick Ph. D. out in the community. Janice DeCovnick Ph. D. will never acknowledge working therapeutically with anyone without his/her written permission. Many clients choose

Janice DeCovnick Ph. D. as their therapist because they know her before they enter into therapy with her or because they know someone who knows her. Nevertheless, Janice DeCovnick Ph. D. will discuss with you, her client/s, the often-existing complexities, potential benefits, and difficulties that may be involved in such relationships. Dual or multiple relationships can enhance therapeutic effectiveness but can also detract from it and often it is impossible to know that ahead of time. It is your, the client's, responsibility to communicate to Janice DeCovnick Ph. D. if the dual relationship becomes uncomfortable for you in any way. Janice DeCovnick Ph. D. will always listen carefully and respond accordingly to your feedback. Janice DeCovnick Ph. D. will discontinue the dual relationship if she finds it interfering with the effectiveness of the therapeutic process or the welfare of the client and, of course, you can do the same at any time. If Janice DeCovnick Ph.D. determines ahead of time that a dual relationship is likely to occur and that there is a reasonable chance that it could become harmful, she will advise you of her appraisal and make arrangements to avoid such dual relationships.

CANCELLATION: Since scheduling of an appointment involves the reservation of time specifically for you, a minimum of 3 business days notice is required for re-scheduling or canceling an appointment. Unless we reach a different agreement, the full fee will be charged for sessions missed without such notification. Most insurance companies do not reimburse for missed sessions. There is no charge for sessions missed or cancelled even on the day of the appointment due to illness or family emergency. With adequate notice, Janice DeCovnick Ph.D. is always happy to reschedule your appointment as soon as possible.

I have read the above Agreement and Office Policies and General Information carefully; I understand them and agree to comply with them:

Client name (print)	Date	Signature
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Client name (print)	Date	Signature
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Therapist	Date	Signature
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