



OFFICE INFORMATION AND PROFESSIONAL POLICIES FOR INDIVIDUAL CLIENTS

Thank you for contacting me about the services that I offer. This document provides a description of my work and also a summary of my business practices.

- **APPOINTMENTS AND CANCELLATIONS:** Appointments are 50 minutes long unless we schedule a longer time, in advance. Sessions will begin and end at the scheduled times. ***You must give me 48 hours notice to cancel an appointment to avoid being charged.*** Please note that insurance companies do **not** reimburse for missed appointment, so you would be responsible for the entire amount.
- **FEES:** The fee for a 50-minute session is \$160. This fee will be pro-rated for testing, report preparation, phone calls and travel.
- **PAYMENT:** Please pay **at the session**. You may use Visa, Master Card or Debit cards, as well as check or cash.
- **PHONE CONTACT AND EMERGENCIES:** My office telephone will be answered by me or by confidential voice mail. If you have an urgent matter, please leave me a message and also call my answering service at 206/467-5415 and they will attempt to reach me. In the event that you have an emergency and you are unable to reach me or the person covering for me, you may go to the nearest emergency room or call the Crisis Clinic at 206/461-3222
- **CONFIDENTIALITY:** Anything that you tell me in our individual sessions will be held confidential with only the following exceptions, which are mandated by law: *1) If you have given me written permission to share the information with a specific person; 2) If a client is unable to care for her/himself, threatens dangerous action or bodily harm to her/himself or to another person(s), it is my legal responsibility to warn the threatened person (or his/her family), or the family of the person threatening self-harm, and/or appropriate authorities; 3) If I am served a court order to release my records, which could happen if you are involved in a law suit.* Other exceptions to confidentiality involve third party payment for therapy (i.e., insurance companies). To submit a claim to your insurance company, I must provide a mental health diagnosis. This becomes part of your permanent medical records.
- **CONSULTATION:** For professional growth and monitoring, I am a member of a small consultation group with other psychologists. I may also seek periodic consultation with other professionals. In these contexts I may discuss your situation, but will not disclose your name or any other identifying information.
- **WHAT IS A PSYCHOLOGIST?** Psychologists offering services to the public in Washington State must be licensed. By law, a licensed psychologist has a doctoral degree from an accredited university and supervised pre-and post-doctoral internships. In addition, s/he has passed a national written exam and an oral exam given by the Washington State Examining Board. Once licensed, a psychologist must continue to update his/her training through Continuing Education classes.
- **MY CREDENTIALS:** I received a Ph.D. in Psychology from the University of Washington in 1981 and am licensed in Washington State: #831. I have been in private practice since 1983. Since 1990, I have been a Clinical Faculty member of the Psychology Department at the University of Washington, supervising doctoral students in their clinical training, teaching classes, and consulting. In addition, I was a research therapist in a couples therapy study through the Center for Clinical Research at the University of Washington from 1997-2001. I update my knowledge continually, through continuing education classes, reading and consultation.



- In addition to my psychology practice I am an **Executive Coach**. My specialties in Coaching include leadership development, emotional intelligence development, and work and/or life transitions. If you have any questions about this, or any service that I provide, please let me know.
- **TREATMENT:** I use a variety of therapeutic approaches, including cognitive-behavioral and insight-oriented. We will establish **goals** for therapy together and discuss the treatment approaches. Periodically we will review these goals and consider new goals and/or new approaches. The purpose of our work together is for you to create a more satisfying life. During therapy I will ask you to think about situations, circumstances and/or people that you have difficulties with. I will offer you other ways of looking at situations and alternative ways of dealing with them. We will plan productive tasks for you to do between sessions (**homework**). It is important that we both actively participate in the therapy process. It will be necessary for you to work on changes and that you discuss openly your experiences, thoughts and feelings.
- **STANDARDS OF PRACTICE:** As a licensed psychologist I am bound by a strict code of ethical practices and I am accountable to you. This means that I must ensure the privacy of our communication within the legal limits described above, that I must provide the best services that I am capable of providing, and that I must work within the limits of my competency. The relationship between client and therapist is one that requires considerable trust. Ethical guidelines prohibit dual relationships. Social or business interactions outside the context of therapy are discouraged. Intimate contact is never appropriate.

If you believe that I am not helping you, please discuss this with me so that we can attempt to change the way we work together. If you continue to think that I am not helping you, I will assist you in finding another therapist. You may, of course, discontinue therapy at any time.

If you believe that I have acted in an unprofessional or unethical manner, please discuss it with me so we can attempt to resolve the problem. If you believe that discussion has not resolved the problem, you may contact the Department of Health, Examining Board of Psychology in Olympia, WA and/or the Washington State Psychological Association in Seattle WA. Please feel free to ask me any questions about my policies, qualifications or methods in order to help you exercise your right and responsibility to choose a therapist and methods of therapy which best suit your needs.