

Client Services Contract

Welcome to Basset Psychological Services. We are happy that you have chosen to schedule a consultation with us. This document contains important information about our professional services and business policies. Please read it carefully and write down any questions you might have so that we can discuss them at our first meeting. When you sign this document, it will represent an agreement between us.

CONFIDENTIALITY

Basset Psychological Services LLC (BPS) is dedicated to maintaining the privacy of your personal health information as part of providing professional care. We are also required by law to keep your information private. These laws are complicated, but we must give you this important information. This is a shorter version of the attached, full, legally required notice of privacy practices. Please talk to your therapist about any questions or concerns.

Use and disclose your protected health information with your consent:

BPS will use the information we collect about you mainly to provide you with **treatment**, to arrange **payment** for our services, and for some other business activities that are called, in the law, **health care operations**. After you have read this notice we will ask you to sign a **consent form** to let us use and share your information in these ways. If you do not consent and sign this form, we cannot treat you. If we want to use or send, share, or release your information for other purposes, we will discuss this with you and ask you to sign an authorization form to allow this.

Disclosing your health information without your consent:

There are some times when the laws require us to use or share your information. For example:

- When there is a serious threat to your or another's health and safety or to the public. We will only share information with persons who are able to help prevent or reduce the threat.
- If we become aware of and/or suspect abuse or neglect.
- When we are required to do so by a subpoena relating to lawsuits and other legal or court proceedings.
- If a law enforcement official requires us to do so.

Your rights regarding your health information

- You can ask BPS to communicate with you in a particular way or at a certain place that is more private for you. For example, you can ask us to call you at home, and not at work, to schedule or cancel an appointment. We will try our best to do as you ask.
- You can ask BPS to limit what we tell people involved in your care or the payment for your care, such as family members and friends.
- You have the right to look at the health information we have about you, such as your medical and billing records. You may also request a copy of these records. Copies of medical records carry a charge of \$30 and require 24 hours notice to print and compile.
- If you believe that the information in your records is incorrect or missing something important, you can ask BPS to make additions to your records to correct the situation. You must also tell us the reasons you want to make the changes.
- You have the right to a copy of this notice. If we change this notice, we will post the new version in our waiting area, and you can always get a copy of it from your psychologist.

You have the right to file a complaint if you believe your privacy rights have been violated. You can file a complaint with our office and with the Ohio State Board of Psychology. All complaints must be in writing. Filing a complaint will not change the health care we provide to you in any way. Also, you may have other

rights that are granted to you by the laws of our state, and these may be the same as or different from the rights described above. We will be happy to discuss these situations with you now or as they arise. If you have any questions regarding this notice or our health information privacy policies, please feel free to ask your psychologist.

PROFESSIONAL RECORDS

The laws and standards of my profession require that psychologists keep treatment records. You are entitled to receive a copy of your records, or we can prepare a summary for you instead. Clients will be charged an appropriate fee for any professional time spent in responding to information requests and for photocopying costs.

PSYCHOLOGICAL SERVICES/APPOINTMENTS

Our first session or two will involve an evaluation of your needs. By the end of the evaluation, we will be able to offer you some first impressions of what our work will include and a treatment plan to follow if you decide to continue with therapy. You should evaluate this information along with your own opinions of whether you feel comfortable working with our practice. Therapy involves a large commitment of time, money and energy, so you should be very careful about the therapist you select. If you have questions about our procedures, we should discuss them whenever they arise. If your concerns persist, we will be happy to help you set up a meeting with another mental health professional.

Being in treatment involves a willingness to identify and confront areas of needed change. Since you are an integral part of your treatment, you have the right to ask questions at any point. You may request and negotiate therapeutic goals, and you may reject any intervention, strategy or behavior suggested in treatment. You have the right to be fully informed regarding an estimation of approximate length of therapy to meet your agreed upon goals. You have the right to terminate treatment at any time. A termination session may be suggested in order to discuss progress made or continuing areas of concern. If you wish to continue treatment, but feel you need a different approach or clinical orientation, every effort will be made to refer you to another therapist. You have the right to be fully informed about my qualifications, training, experience and clinical orientation.

Once psychotherapy has begun, we will usually schedule one 45-minute session at a frequency we will decide together, generally once every one to two weeks. We require at least 24 hours notice for cancelled appointments. If you do not give 24 hours notice, then you will be charged a \$75 missed appointment charge, which must be paid before any subsequent appointments are scheduled. Monday appointments must be cancelled by the preceding Friday by 5 p.m.

PROFESSIONAL FEES

Basset Psychological Services fees are as follows:

- Initial Consultation (90 minutes) \$200
- Individual therapy session (45 minutes) \$100
- Extended therapy session (60 minutes) \$135
- Psychological Testing (per hour, discussed prior to testing) \$200
- Missed appointments/cancellation of less than 24 hours \$75
(must be paid before additional appointments will be scheduled)
- Other Professional Services (billed in 15 minute increments) \$200*
- Court Testimony (billed in half day increments only) \$2000**
- Other Legal System Involvement (billed in 15 minute increments) \$200**
(documentation, phone consultation, court preparation)

*Other professional services include, but are not limited to letters, treatment summaries, billing summaries, phone conversations lasting more than 10 minutes, meetings or consultation with other professionals.

****If you become involved in legal proceedings that require my participation, you will be expected to pay for my professional time even if I am called to testify by another party. These fees must be received in advance of any document preparation or court appearances. This charge also applies to any documentation prepared for the court including letters and treatment summaries. Please note that your therapist will not go to court voluntarily.**

BILLING AND PAYMENTS

BPS requires payment at the time services are rendered. Discussing and processing payment is a sensitive issue, but it is important to address. We prefer to handle payment at the beginning of each session in an efficient manner so that your financial matters do not intrude into your session time. BPS does not accept payment from insurance companies, but we would be happy to provide you with a Super Bill to submit for out-of-network coverage or use of your flexible spending accounts. Payment can be made in the form of cash, check, or credit card.

CONTACTING US

We are often not immediately available by telephone during the day because we do not interrupt client sessions to answer the phone. However, we do monitor voicemail frequently and will make every effort to return your call on the same day you make it, with the exception of weekends and holidays. You may also contact us via email at drsweeney@bassetpsych.com. Please remember that email is not a secure medium and confidentiality cannot be assured when communicating via the internet. Your psychologist will not address clinical concerns via email, just billing and appointment questions. We do not respond to text messages.

SOCIAL MEDIA

Maintaining the confidentiality of our clinical relationship is of the utmost importance. For this reason, we do not accept "friend" or contact requests from current clients, former clients or family members of clients on any social networking site (i.e. Facebook, LinkedIn). Adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy.

THERAPY ANIMAL RELEASE OF LIABILITY

As the therapy animals are a vital part of our treatment team, we hope that you are comfortable with their presence in your sessions. However, because they are animals, and not humans, we are responsible for their welfare. And, because they are animals, their behavior cannot always be predictable. Therefore it is important to discuss in advance both the rules needed to insure the animals' safety and health, and try to create as safe a working situation as possible, and to provide you with diligent warning about the potential harm that could be present when working with animals. Likewise, you have chosen to obtain your services at an environment that is intentionally not a typical office environment. While we have listed some inherent risks below, we cannot foresee all potential problems that may occur. Therefore by signing this form you are releasing Basset Psychological Services, LLC (BPS), and its psychologists from any liability should any injury occur as part of your work here.

Risks associated with interacting with animals:

- Animals have their own natural defenses. While the therapist handler will do everything possible to prevent any injury, it is possible that someone will get scratched or bitten.
- Animals often use their mouths in play. Therefore, even when playing, it is possible for light biting to occur.
- For their own safety and dignity our animals are not declawed. While we routinely trim their claws, when playing it is possible to get scratched.
- While a veterinarian has screened all our animals before commencing to work as therapy animals, animals do sometimes carry disease. Because your contact is minimal, this risk is very small.

Rules for interaction with animals:

- The animals have individual rights, just as each client has rights. Therefore, the animal is allowed to determine if and when they participate with others. While it may be planned to have an animal in session, the animal will never be forced to do so.
- The animals have their own quiet space in the offices where they can rest, sleep, or just take a quiet break. The animals should not be disturbed when they are in this area.
- The animals are always treated gently. They should never be hit, tails or any other parts pulled, carried or treated in any other way that is uncomfortable to them.
- The animals will always need their handler present in any therapeutic situation.
- If an animal becomes irritated, scared, or in any way acts in a negative manner, the handler will put the animal in a safe place. No other person should touch the animal at these times.
- Animals will only be carried by their therapist handler.
- We ask that all clients and visitors keep their voices down when inside the Basset Psychological Services offices so as not to disturb other sessions that may be taking place.
- This is a non-smoking facility. If you smoke, please do so in your own personal vehicle and refrain from leaving cigarette butts on the property.
- Parents or guardians of children under the age of 10 must remain on the premises during their child's session.

By signing below you are stating your acceptance of these rules and risks and agree to accept full liability in the event that an animal harms you or your child in any way in the course of treatment or you or your child is harmed in any way as a result of being on the property of 7809 Laurel Avenue, Suite 2, Madeira, Ohio or at any other place while in the presence of BPS staff or animal.

CONTRACT: I HEREBY AUTHORIZE Basset Psychological Services LLC, to render treatment and/or assessment to me, my dependent, or person for whom I serve as legal guardian. I have read the preceding policies and information sheet. I understand the right of confidentiality is not absolute. I assume personal financial responsibility for all treatment and assessments conducted by Basset Psychological Services per the terms of this contract. Such responsibility is not transferable to any other person even in the case of custody or child support disputes and/or related court decrees.

The effective date for these policies is September 15, 2012.

Client, parent, or legal guardian

Date