



Informed Consent for Treatment

Welcome to my practice. This document contains important information about my professional services and business policies. Please read it carefully, and feel free to ask any questions you have. When you sign this document, it will represent an agreement between us.

PSYCHOLOGICAL SERVICES

I am a licensed clinical psychologist with a doctoral degree in clinical psychology, and I provide a range of psychotherapy services including assessment, talk therapy and consultation. Psychotherapy is a process where growth, experiences, and mental health distresses and disorders are assessed, prevented, evaluated, and treated. There are many different methods I may use to deal with whatever you hope to address. These services are generally unlike any services you may receive from a physician in that they require your active participation and cooperation.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have benefits for people who go through it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees of what you will experience.

CONFIDENTIALITY

I strive to protect the confidentiality and privacy of everybody I work with. In general, the privacy of all communications between a client and a psychologist is protected by law, and I can only release information about our work to others with your written permission. However, there are a few exceptions.

In most legal proceedings, you have the right to prevent me from providing any information about your treatment. In some proceedings involving child custody and those in which your emotional condition is an important issue, a judge may order my testimony if he/she determines that the issues demand it.

There are some situations in which I am legally obligated to take action to protect others from harm, even if I have to reveal some information about a client's treatment. For example, if I believe that a child, elderly person, or disabled person is being abused, I must file a report with the appropriate state agency. If I believe that a client is threatening serious bodily harm to another, I am required to take protective actions, which may include notifying the potential victim, contacting the police, or seeking hospitalization for the patient. If the client threatens to harm themselves, I may be obligated to seek hospitalization for them or to contact family members or others who can help provide protection. If an individual discloses that they have accessed, streamed, or downloaded material where a child is engaged in an obscene sexual act, I am obligated to report this to authorities.

I may occasionally find it helpful to consult other professionals about a case. During a consultation, I make every effort to avoid revealing the identity of my client. The consultant is also legally bound to keep the information confidential. If you don't object, I will not tell you about these consultations unless I feel that it is important to our work.

I work with another therapist, Tim Lewis, Psy.D., as a back-up. If a situation was to arise where I was ill, or unable to attend an appointment and contact you directly, this person may contact you to inform you of the change and next steps in re-scheduling an appointment. To preserve your confidentiality, he will be provided only with your contact information and first name. In the case of an emergency, Dr. Lewis may have limited access to your information for the sole purpose of maintaining your confidentiality and preserving any documentation or records on your behalf. All attempts will be made to discuss any disclosures with you beforehand, though given the unexpected nature of health crisis' and other emergencies, I cannot guarantee such notice will be given. I can offer contact information for Dr. Lewis if I am away for an extended period of time. He will be able to offer assistance and support if you are experiencing a crisis or concern while I am away.



Rachel Robbins, Psy.D.
Licensed Clinical Psychologist
Lic. # Psy22646

MEETINGS

I will usually schedule one 50-minute session per week at a time we agree on, although the frequency can vary depending on need. Once an appointment hour is scheduled, you will be expected to pay for it unless you provide 48 hours [2 days] advance notice of cancellation. If it is possible, I will try to find another time to reschedule the appointment.

If you are paying for services through an insurance company, know that cancelled sessions are not covered by insurance plans in most situations. You will be expected to pay for the full contracted rate if you have not cancelled in the 48 hour period.

FEES

Full fees for evaluation, intake interview, and individual 50-minute therapy sessions are based on my sliding scale rates. I may also charge a portion of this fee for other professional services you may require (such as telephone conversations which last longer than 15 minutes, letters, meetings or consultations that you have requested with other professionals, etc.). In unusual circumstances, you may become involved in litigation wherein you request or require my participation. You will be expected to pay for such professional time even if I am compelled to testify by another party. You will be expected to pay for each session at the time that it is held. Payment schedules for other professional services will be agreed to when these services are requested. If your financial circumstances change, we may negotiate a fee adjustment.

I accept payment via cash, check, or credit card. I will always aim to ensure that any payment is done as securely as possible. If you wish, you may pay fees using Square, or Square Invoices. When using Square, that service may send you receipts for payment by email or text message. These receipts will include my full name, which may indicate that you have paid for a therapy session. It is possible the receipt may be sent automatically, without first asking if you wish to receive the receipt, or where or how you would like to receive it. Please consider who might be able to see these receipts, and any concerns this might cause, while you consider choosing to use electronic payment options.

If you have a health benefits policy, it will usually provide some coverage for mental health treatment. I will provide you with whatever assistance possible to facilitate your receipt of the benefits to which you are entitled, including completing insurance forms as appropriate. However, you (not your insurance company) are responsible for full payment of the fee.

If you have insurance, carefully read the section in your insurance coverage booklet that describes mental health services and call your insurer if you have any questions. I will provide you with whatever information I have and will be happy to try to help you understand the information you receive from your carrier. Managed health care plans such as HMOs and PPOs often require advance authorization before they will provide reimbursement for mental health services. These plans are often oriented towards a short-term treatment approach designed to resolve specific problems that are interfering with level of functioning. Although a lot can be accomplished in short-term therapy, many clients feel that more services are necessary after the insurance benefits expire. Some managed care plans will not allow me to provide reimbursed services to you once your benefits are no longer available. If this is the case, you may negotiate payment for therapy services.

Please be aware that most insurance agreements require you to authorize me to provide a clinical diagnosis, and sometimes additional clinical information such as treatment plans or summaries, or in rare cases, a copy of the entire record. This information will become part of the insurance company's files, and in all likelihood, some of it will be computerized. All insurance companies claim to keep such information confidential, but once it is in their hands, I have no control over what your insurer will do with the information. In some cases, the insurer may share the information with a national medical information data bank. The Medical Information Bureau (MIB) is a central database of medical information shared by insurance companies. The MIB does not have a file on everyone. But if you have an MIB file, you will want to be sure it is correct. You can obtain a copy for free once a year by calling (866) 692-6901 (TTY for the hearing impaired (866) 346-3642) or by visiting the company's web site at www.mib.com/html/request_your_record.html.

It is best to discuss all the information about your insurance coverage with me, so you can decide what can be accomplished within the parameters of the benefits available to you and what will happen if the insurance benefits run out.



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before you are ready to end treatment. It is important to remember that you always have the right to pay for counseling services yourself if you prefer to avoid involving your insurer.

CONTACTING ME

You can contact me using telephone or email services. While I will do my best to immediately answer phone calls and email whenever possible, I will not respond when I am with a client. When I am unavailable, my telephone is answered by voice mail that I monitor frequently. I will make every effort to return your contact on the same day you make it, with the exception of weekends and holidays. If you are difficult to reach, please inform me of the best way to contact you and times when you will be available. If you are unable to reach me and feel that you can't wait for me to return your call, contact your family physician or the nearest emergency room and ask for the psychologist on call. If I will be unavailable for an extended time, I will provide you with the name of a colleague to contact, if necessary.

PROFESSIONAL RECORDS

The laws and standards of my profession require that I keep treatment records. You are entitled to receive a copy of the records unless I believe that seeing them would be emotionally damaging, in which case I will be happy to send them to a mental health professional of your choice. I recommend that you review them in my presence so that we can discuss the contents. Patients will be charged an appropriate fee for any time spent in preparing information requests.

MINORS

If you are under eighteen years of age, please be aware that the law may provide your parents the right to examine your treatment records. It is my policy to request an agreement from parents that they give up access to your records. If they agree, I will provide them only with general information about our work together, unless I feel there is a high risk that you will seriously harm yourself or someone else. In this case, I will notify them of my concern. I will also provide them with a summary of your treatment when it is complete. Before giving them any information, I will discuss the matter with you, if possible, and do my best to handle any objections you may have with what I am prepared to discuss.

PHYSICAL HEALTH

Psychological disorders and symptoms often have a strong correlation with medical illnesses and symptoms. At times, some medical conditions require a medical differential diagnosis to determine symptom etiology. If your presenting symptoms are organic in origin, it is critical that you obtain medical treatment. In addition, prescription and nonprescription medications may have significant side effects that may be important for us to consider. I appreciate full disclosure of all medicines and drug intake and may request a Release of Information so that I can coordinate services with your physician.

TERMINATION

Termination of psychotherapy may be initiated by a client at any time. At least one week notice, or more, is suggested so that a final session can be scheduled to explore the reasons for termination, summarize treatment, say goodbye, etc... This is often a constructive and useful process.

Please feel free to ask any questions that you might have. I look forward to working with you.