



## Empowerment Counseling Center of Rhode Island

### Psychotherapy Service Treatment Agreement

**SERVICES OFFERED:** We offer a variety of services, which include, but are not limited to individual, family, couples, and group psychotherapy.

**APPOINTMENTS:** Appointments are times that are reserved for you. It is important that if circumstances arise which require you to change an appointment, we ask that you provide us with at least 24 hours' notice. This will allow us to offer your time to another patient. *We charge \$50 for appointments not cancelled with at least 24 hours' notice. Fees for missed appointments are not billable to your insurance company.* If you miss or late cancel 2 appointments in an 8 week period, Empowerment Counseling Center of Rhode Island will discuss your commitment to treatment and possible termination of services.

**COST FOR SERVICES:** Co-payments and fees not covered by insurance are due at the time of service. We accept cash, check, MasterCard, Visa, Discover and American Express. A service charge may be added for any outstanding balances unpaid after 30 days from the date of service. The fees for our service vary by the service provided and the therapist/clinician providing the service. Intakes are \$150 and sessions are \$100 unless otherwise noted agreements are made between the client and Empowerment Counseling Center of Rhode Island.

**HEALTH INSURANCE:** Many health insurance policies cover the services that our group offers. Nevertheless, reimbursement varies considerably from company to company and from policy to policy. Also, most policies have co-payments and some have annual deductibles, or other limits. It is up to you as the policyholder to read your policy carefully and be aware of what is or is not covered. We recommend that you call your insurance company directly to ask about your benefits. We will make our best effort to obtain reimbursement information for you. If your services are covered, we will bill your insurance company directly. If you do not have insurance, payment is expected on the day services are rendered.

**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 written permission except where disclosure is required by law. Please read the Notice of Privacy Practices for more information.



## **Empowerment Counseling Center of Rhode Island**

**EMERGENCY:** If there is an emergency during therapy, or in the future after termination, where we become concerned about your personal safety, the possibility of you injuring someone else, or about you receiving proper psychiatric care, s/he will do whatever s/he 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, s/he 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 Empowerment Counseling Center of Rhode Island only the minimum necessary information will be communicated to the carrier. Empowerment Counseling Center of Rhode Island has no control over, or knowledge of, what insurance companies do with the information s/he submits or who has access to this information.

**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 nor your attorney(s), nor anyone else acting on your behalf will call on Empowerment Counseling Center of Rhode Island to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested unless otherwise agreed upon.

**CONSULTATION:** Empowerment Counseling Center of Rhode Island consults regularly with other professionals regarding their clients; however, each client's identity remains completely anonymous and confidentiality is fully maintained. **E-MAILS, CELL PHONES, COMPUTERS, AND FAXES:** It is very important to be aware that computers and unencrypted e-mail, texts, and e-faxes communication can be relatively easily accessed by unauthorized people and hence can compromise the privacy and confidentiality of such communication. E-mails, texts, and faxes, in particular, are vulnerable to such unauthorized access due to the fact that servers or communication companies may have unlimited and direct access to all e-mails, texts and faxes that go through them. While data on Empowerment Counseling Center of Rhode Island's server is encrypted, e-mails and faxes are not. It is always a possibility that e-faxes, texts, and email can be sent erroneously to the wrong address and computers. Unencrypted email or text provides as much privacy as a postcard. You should not communicate any information with your health care provider that you would not want to be included on a postcard that is sent through the U.S. Post Office. Empowerment Counseling Center of Rhode Island's server is equipped with a firewall, a virus protection and a password, and backs up all confidential information from the computer on a regular basis onto an encrypted hard-drive. Please notify Empowerment Counseling Center of Rhode Island if you decide to avoid or limit, in any way, the use of email, texts, cell phones calls, phone messages, or faxes. If you communicate confidential or private information via unencrypted e-mail, texts or fax or via phone messages, we will assume that you have made an informed decision, we will view it as your agreement to take the risk that such communication may be intercepted, and we will honor your desire to communicate on such matters. Please do not use texts, e-mail, voice mail, or faxes for emergencies.



## **Empowerment Counseling Center of Rhode Island**

**RECORDS AND YOUR RIGHT TO REVIEW THEM:** Both the law and the standards of Empowerment Counseling Center of Rhode Island and the profession require that we keep treatment records for at least 7 years or 3 years after becoming an adult. Unless otherwise agreed to be necessary, Empowerment Counseling Center of Rhode Island retains clinical records only as long as is mandated by Rhode Island law. If you have concerns regarding the treatment records, please discuss them with Empowerment Counseling Center of Rhode Island. As a client, you have the right to review or receive a summary of your records at any time, except in limited legal or emergency circumstances or when Empowerment Counseling Center of Rhode Island assesses that releasing such information might be harmful in any way. In such a case, Empowerment Counseling Center of Rhode Island will provide the records to an appropriate and legitimate mental health professional of your choice. Considering all of the above exclusions, if it is still appropriate, and upon your request, Empowerment Counseling Center of Rhode Island will release information to any agency/person you specify unless Empowerment Counseling Center of Rhode Island assesses that releasing such information might be harmful in any way. When more than one client is involved in treatment, such as in cases of couples and family therapy, Empowerment Counseling Center of Rhode Island will release records only with signed authorizations from all the adults (or all those who legally can authorize such a release) involved in the treatment.

**EMERGENCY COMMUNICATION:** If you need to contact Empowerment Counseling Center of Rhode Island between sessions, please leave a message at (401)383-6344 and your call will be returned as soon as possible. Empowerment Counseling Center of Rhode Island checks messages a few times during the daytime only. If an emergency situation arises and you need to talk to someone right away call 911. Please do not use phone, email or faxes for emergencies.

**CLOSINGS OR DELAYS:** Due to inclement weather Empowerment Counseling Center of Rhode Island may delay regularly scheduled opening times, close early, or close for the entire day. During adverse weather changes please call our office and the voicemail will let you know our status.

**SOCIAL NETWORKING AND INTERNET:** We do not accept friend requests from current or former clients on social networking sites, such as Facebook, twitter etc. We believe that adding clients as friends on these sites and/or communicating via such sites is likely to compromise their privacy and confidentiality. For this same reason, we request that clients not communicate via any interactive or social networking web sites with Empowerment Counseling Center.



## Empowerment Counseling Center of Rhode Island

**I have read the above Psychotherapy Services Treatment Agreement carefully; I understand them and agree to comply with them:**

Client's Name or Guardian (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff's Name (print) \_\_\_\_\_ Date \_\_\_\_\_