

Larry D. Brooks Ph.D.
Licensed Clinical Psychologist
License # PSY8161

COUNSELING PROCEDURES

Please read this description of my policies. If you have any questions, we can discuss them during our meeting initial meeting. Over the course of our work together, if you ever have questions about your treatment, please bring them to my attention so that we can discuss them.

PSYCHOTHERAPY

Psychotherapy is a very personal experience that is different for each individual. It is not like a visit to a medical doctor. It calls for a very active effort on your part. To be most successful, you will have to work on issues both during and in between sessions. While therapy often leads to positive changes, it also can involve the experience of uncomfortable and conflictual feelings. Its effectiveness depends on the personalities of the client and the therapist, and how well they work together. Typically I will conduct an evaluation that lasts between 2 and 4 sessions. During this time, we will have a chance to get to know each other. I will develop an initial understanding of your concerns and how I can best be helpful to you. You will have the chance to assess whether or not I am the person with whom you would like to work with. After these initial sessions, I will be able to give you a sense of what our work will be like, and what you can realistically expect from therapy.

MEETINGS AND CANCELLATION POLICY

A standard psychotherapy session lasts 45 minutes. Scheduling an appointment involves reserving a specific time for you. If you are late, I cannot extend the session. If you must cancel or reschedule, please notify me at least **24 HOURS IN ADVANCE**. Without such notice, except in cases of emergency, you will be charged the full fee for the missed appointment. If you utilize insurance, you will be charged the contracted rate of payment, since insurance companies will not reimburse for missed sessions.

PROFESSIONAL FEES

My hourly fee is \$220.00, unless your insurance is through a managed care company in which case the fee has been negotiated. In such cases you will be responsible for the copayment. Payment for services is expected at the end of each session, unless other arrangements have been made with me.

In addition to weekly appointments, it is my practice to charge on a prorated basis for other professional services you may require such as report writing or consultations with other professionals that you have requested.

If your account is more than 60 days behind, and suitable arrangements for payment have not been agreed to, I have the option of using legal means to secure payment, including collection agencies or small claims court.

CONTACTING ME, EMERGENCIES & VACATIONS

While I usually do not answer my phone directly, messages are recorded by voicemail. During the week, I check my voicemail regularly and typically return messages within 24 hours. Over the weekend I typically check messages once a day. In case of an emergency, you can contact me through my cell phone at (213)

272-3389. I do use email to make and change appointments. Since email is not a secure means of communication, please do not email me content related to our therapy session. When I am on vacation, I will give you the name of another psychologist who will be on call in case of an emergency.

CONFIDENTIALITY

Therapy is confidential. I cannot disclose information to a third party without your written consent. There are exceptions to this rule that are described in the Notice of Privacy Practice. The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that provides new privacy protections and rights with regard to the use and disclosure of your Protected Health Information (PHI). I've included a Notice of Privacy Practice for you to read before the start of counseling. The law requires that I obtain your signature acknowledging that you have received this information. Although this document is long, it is important that you read it in order to understand how your privacy will be protected under the new law.

INSURANCE AND MANAGED CARE

Insurance has become increasingly complex and confusing. It is important to understand your mental health benefits, how they are managed, and most importantly whether or not I am a provider with your plan. If you have questions, you should call your insurance customer service department. To the best of my ability I will address your questions and concerns. Many plans have a short-term treatment approach with the objective of resolving specific problems that interfere with one's functioning. Pre-authorization of treatment is sometimes required before services will be reimbursed as well as periodic treatment plans in order for the company to determine whether or not there is a need for ongoing therapy. If you chose to use your insurance benefit, and I am a provider with this company, I will work with your plan. If your benefits are used up or ongoing therapy is denied, and you wish to continue therapy, we will discuss options for continuing your treatment. You always have the option to pay for therapy yourself and avoid the restrictions of your insurance plan.

Your signature below indicates that you have read this and agree to its terms and also serves as an acknowledgment that you have received the HIPAA Notice of Privacy Practice.

Signature of Client

Date