

Larry D. Brooks Ph.D.
Licensed Clinical Psychologist

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

Couple therapy is a very personal experience that is different for each couple. It is not like a visit to a medical doctor nor individual therapy, where the therapist is committed to helping the individual. In couples therapy the client is the couple. 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 your 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 the written consent of both members of the couple. There are exceptions to this rule that are described in the Notice of Privacy Practice. The Health Insurance Portability and Accountability Act (HIPPA) 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 to read it in order to understand how your privacy will be protected.

INSURANCE AND MANAGED CARE

Insurance has become increasingly complex and confusing. It is important to understand your mental health benefits. Questions about benefits should be directed to your insurance customer service department. Please consult with me to determine whether or not I am a provider with your insurance. 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 often required before services will be reimbursed as well as periodic treatment plans in order for the company to determine medical necessity. If am a provider with your plan and you chose to use your insurance benefit, 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 signatures below indicate that you have read this and agree to its terms. It also serves as an acknowledgment that you have received the HIPAA Notice of Privacy Practice.

Signature of Client

Date

Signature of Client

Date