**Informed Consent for Psychotherapy**

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.

WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW: Some of the circumstances where disclosure is required or may be required by law are: where there is a reasonable suspicion of child, dependent, or elder abuse or neglect; where a client presents a danger to self, to others, to property, or is gravely disabled; or when a client's family members communicate to Erin Crail, LCMHC that the client presents a danger to others. Disclosure may also be required pursuant to a legal proceeding by or against you. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by Erin Crail, LCMHC. In couple and family therapy, or when different family members are seen individually, even over a period of time, confidentiality and privilege do not apply between the couple or among family members, unless otherwise agreed upon. Erin Crail, LCMHC will use his/her clinical judgment when revealing such information. Erin Crail, LCMHC will not release records to any outside party unless s/he is authorized to do so by all adult parties who were part of the family therapy, couple therapy or other treatment that involved more than one adult client.

EMERGENCY: If there is an emergency during therapy, or in the future after termination, where Erin Crail, LCMHC becomes 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 Erin Crail, LCMHC, only the minimum necessary information will be communicated to the carrier. Erin Crail, LCMHC has no control over, or knowledge of, what insurance companies do with the information s/he submits or who has access to this information. You must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk to confidentiality, privacy or to future capacity to obtain health or life insurance or even a job.

LITIGATION: Sometimes patients become involved in litigation while they are in therapy or after therapy has been completed. Sometimes patients (or the opposing attorney, in a legal case) want the records disclosed to the legal system. Due to the nature of the psychotherapeutic process and the fact that it often involves making a full disclosure with regard to many matters, clients’ records are generally confidential and private in nature.  Patients should know that very serious consequences can result from disclosing therapy records to the legal system. Such disclosures may negatively affect the outcome of custody disputes or other legal matters and may negatively affect the therapeutic relationship. If you or the opposing attorney are considering requesting Erin Crail LCMHC’s disclosure of the records, Erin Crail, LCMHC will do his/her best to discuss with you the risks and benefits of doing so.  As noted in this document, you have the right to review your own psychotherapy records anytime. (See also relevant section above: "WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW")

CONSULTATION: Erin Crail, LCMHC consults regularly with other professionals regarding her 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 email, texts, and e-faxes communication (which are part of the clinical records) can be relatively easily accessed by unauthorized people and hence can compromise the privacy and confidentiality of such communication.  Emails, texts, and e-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 emails, texts and e-faxes that go through them.  While data on Erin Crail LCMHC’s laptop is encrypted, emails, texts and e-fax are not. It is always a possibility that e-faxes, texts, and email can be sent erroneously to the wrong address and computers. Please notify Erin Crail, LCMHC if you decide to avoid or limit, in any way, the use of email, texts, cell phones calls, phone messages, or e-faxes.  If you communicate confidential or private information via unencrypted email, texts or e-fax or via phone messages, will assume that you have made an informed decision, will view it as your agreement to take the risk that such communication may be intercepted, and she will honor your desire to communicate on such matters.   Please do not use texts, email, voice mail, or faxes for emergencies.

 TELEPHONE & EMERGENCY PROCEDURES: If you need to contact Erin Crail, LCMHC between sessions, please contact Erin’s assistant, Christine at (603)521-0876 and your call will be returned as soon as possible. Erin Crail works closely with Christine to ensure messages are returned within two business days. If an emergency situation arises, indicate it clearly in your message and if you need to talk to someone right away call the Police: 911. Please do not use email, text or faxes for emergencies. Erin Crail, LCMHC does not always check her email, text or faxes daily.

PAYMENTS & INSURANCE REIMBURSEMENT: Payment for services is due in full at the time services are rendered.

INSURANCE REIMBURSEMENT: You are responsible for understanding your insurance benefits, coverage, whether or not you have a deductible or how much your copayment will be. It is your responsibility to communicate with your insurance provider if you are unsure what your mental health coverage allows. If you are unsure whether or not you have a deductible you will be expected to pay in full for your session at the time services are rendered after which your claim will be submitted and you will be reimbursed if needed. As your provider I will submit a claim for each session to your health insurance company. If the claim is denied it is your responsibility to then pay for your session in full before your next scheduled appointment. You may then contact your health insurance company to attain reimbursement directly. Erin Crail, LCMHC will not resubmit claims for reimbursement after receiving two denials from your insurance company.

THE PROCESS OF THERAPY/EVALUATION AND SCOPE OF PRACTICE: Participation in therapy can result in a number of benefits to you, including improving interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Working toward these benefits, however, requires effort on your part. Psychotherapy requires your very active involvement, honesty, and openness in order to change your thoughts, feelings, and/or behavior. Erin Crail, LCMHC will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. Sometimes more than one approach can be helpful in dealing with a certain situation. During evaluation or therapy, remembering or talking about unpleasant events, feelings, or thoughts can result in you experiencing considerable discomfort or strong feelings of anger, sadness, worry, fear, etc., or experiencing anxiety, depression, insomnia, etc. Erin Crail, LCMHC may challenge some of your assumptions or perceptions or propose different ways of looking at, thinking about, or handling situations, which can cause you to feel very upset, angry, depressed, challenged, or disappointed. Attempting to resolve issues that brought you to therapy in the first place, such as personal or interpersonal relationships, may result in changes that were not originally intended. Psychotherapy may result in decisions about changing behaviors, employment, substance use, schooling, housing, or relationships. Sometimes a decision that is positive for one family member is viewed quite negatively by another family member. Change will sometimes be easy and swift, but often it will be slow and even frustrating. There is no guarantee that psychotherapy will yield positive or intended results. During the course of therapy, Erin Crail, LCMHC is likely to draw on various psychological approaches according, in part, to the problem that is being treated and his/her assessment of what will best benefit you. These approaches include, but are not limited to, behavioral, cognitive-behavioral, cognitive, psychodynamic, existential, system/family, developmental (adult, child, family), humanistic or psycho-educational. Erin Crail, LCMHC provides neither custody evaluation recommendation nor medication or prescription recommendation nor legal advice, as these activities do not fall within her scope of practice.

TREATMENT PLANS: Within a reasonable period of time after the initiation of treatment, Erin Crail, LCMHC will discuss with you her working understanding of the problem, treatment plan, therapeutic objectives, and her view of the possible outcomes of treatment. If you have any unanswered questions about any of the procedures used in the course of your therapy, their

possible risks, Erin Crail LCMHC's expertise in employing them, or about the treatment plan, please ask and you will be answered fully. You also have the right to ask about other treatments for your condition and their risks and benefits.

TERMINATION: As set forth above, after the first couple of meetings, Erin Crail, LCMHC will assess if she can be of benefit to you.  Erin Crail, LCMHC does not work with clients who, in her opinion, she cannot help.  In such a case, if appropriate, she will give you referrals that you can contact.  If at any point during psychotherapy Erin Crail, LCMHC either assesses that he is not effective in helping you reach the therapeutic goals or perceived you as non-compliant or non-responsive, and if you are available and/or it is possible and appropriate to do, he will discuss with you the termination of treatment and conduct pre-termination counseling.  In such a case, if appropriate and/or necessary, he would give you a couple of referrals that may be of help to you.  If you request it and authorize it in writing, Erin Crail, LCMHC will talk to the psychotherapist of your choice in order to help with the transition.  If at any time you want another professional’s opinion or wish to consult with another therapist, Erin Crail, LCMHC will give you a couple of referrals that you may want to contact, and if she has your written consent, she will provide her or him with the essential information needed.  You have the right to terminate therapy and communication at any time.  If you choose to do so, upon your request and if appropriate and possible, Erin Crail, LCMHC will provide you with names of other qualified professionals whose services you might prefer.

 CANCELLATION: Since the scheduling of an appointment involves the reservation of time specifically for you, a minimum 48 hours’ notice is required for re-scheduling or canceling an appointment. Unless we reach a different agreement, a fee of $75.00 will be charged for sessions missed without such notification. Most insurance companies do not reimburse for missed sessions.

I have read the above Office Policies and General Information, Agreement for Psychotherapy Services or Informed Consent for Psychotherapy carefully; I understand them and agree to comply with them:

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

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