

POLICY AND FEE INFORMATION

The following information explains my practice policies. I will be happy to discuss any of these items with you.

CONFIDENTIALITY: Information shared with me in sessions is kept in strict confidence. However, there are exceptions to this policy, mandated by law. Your written authorization is required for any release of information except in the event of danger to a client or to another party or in the event of the disclosure of current child abuse. Please be aware that client records can be subpoenaed in certain legal procedures. In addition I may consult with trusted colleagues about your case.

SESSIONS: Each session is scheduled for fifty minutes. **24 hours cancellation is required to avoid being charged for the missed session.** You will not be charged if we can reschedule the session for the same week. In the event of a medical emergency or severe weather conditions, I may make exceptions to this policy.

CONTACT WITH ME: Due to my work schedule I am often not immediately available. My telephone is answered by voice mail, which I check frequently. I will make every effort to return your call that day or within 24 hours, except on the weekends. I do not charge for brief phone calls. Calls longer than 15 minutes will be billed at my normal fee for a half or full session. In addition you may contact me via email. I check and respond to emails during regular business hours - Monday through Friday. If there is a crisis or an emergency and you are unable to reach me please call 911 or go to your nearest emergency room. At times when I am unavailable for an extended period, I will provide you with the name and phone number of a colleague.

FEES: Payment is due at each session. If you prefer you can pay me in advance at the beginning of the month. I take credit cards or checks. Checks are made payable to Elaina Taylor LCSW. I will provide you with a monthly invoice. I am not on any insurance panels. However, many insurance companies will reimburse for outpatient mental health services.

SOCIAL MEDIA POLICY: I am not on Facebook or LinkedIn. I believe these sites can compromise your confidentiality and our respective privacy. Email or text is best to arrange or modify appointments. If you choose to send me content related to your therapy sessions please know that email is not completely secure or confidential.

I have read the information regarding policy and fees and am in agreement with them.

Name

Date