

## Practice Policies

Conscious Intention Therapy, LLC

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301-569-2663

*Effective January 1, 2025*

## Practice Policies

### APPOINTMENTS AND CANCELLATIONS

In the event of a crisis resulting in a threat to your physical safety (including a threat made upon yourself by you), please call 911 and not your therapist. Indicated suicidal and/or homicidal planning with intent and means to act upon the plan as well as disclosed intention to act upon suicidal and/or homicidal ideation will result in your therapist escalating your services to a higher level of care. This may include calling 911 or referring you to an inpatient treatment facility if safety for yourself and/or others is not possible while receiving outpatient services. Your safety and the safety of those in the community are the highest priority.

Please remember to cancel or reschedule 24 hours in advance. You will be responsible for the entire cost of the scheduled session (see Fee Schedule and Payment Agreement Contract) if cancellation is less than 24 hours. Canceling an appointment in less than 24 hours in advance will result in a late cancellation fee of \$75.00.

The standard meeting time for psychotherapy is 55 minutes. It is up to you, however, to determine the length of time of your sessions. Requests to change the 55-minute session need to be discussed with the therapist in order for time to be scheduled in advance.

A time commitment is made to you by your therapist and is held exclusively for you. If you are late for a session, you may lose some of that session time.

A \$10.00 service charge will be charged for any checks returned

for any reason for special handling. TELEPHONE ACCESSIBILITY

If you need to contact your provider between sessions, you may leave a message on the practice's voicemail at 301-569-2663. Emailing your provider is likely to result in a quicker response time. Your provider can not guarantee immediate availability, however, will attempt to return your call

within 24 hours. Please note that face to-face sessions are highly preferable to phone sessions and some insurance companies do not cover telephonic sessions. If a true emergency situation arises, please call 911 or any local emergency room.

## SOCIAL MEDIA AND TELECOMMUNICATION

Due to the importance of your confidentiality and the importance of minimizing dual relationships, employees, staff, and/or contractors of Conscious Intention Therapy,, LLC. will not accept personal friend/contact requests from current or former clients on any social networking site (Instagram, Facebook, LinkedIn, etc). Adding clients as friends or contacts on these sites can compromise your confidentiality and the respective privacy of all. It may also blur the boundaries of the therapeutic relationship. If you have questions about this, please bring them up with your provider in session.

Please note that clients are able to “follow” and “like” social media content on Conscious Intention Therapy, LLC.’s public social media pages, however, Conscious Intention Therapy, LLC and any of its employees, contractors, or staff will not, under any circumstances engage, friend request, follow or otherwise interact with any current or former client on its social media. Please note that leaving a public comment on Conscious Intention Therapy, LLC’s social media pages can compromise your privacy and “out” you as a client that receives services from Conscious Intention Therapy, LLC. Any public comment deemed inappropriate may be removed from public view. Failure to respect this policy may result in termination from services.

Should you need to reach your provider, please adhere to the agreed-upon communication of email, or phone call if there is an emergency communicated to you by your provider.

## ELECTRONIC COMMUNICATION

Conscious Intention Therapy, LLC cannot ensure the confidentiality of any form of communication through electronic media, including text messages and email. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, your provider is able to do so. While your provider tries to return messages in a timely manner, Conscious Intention Therapy, LLC cannot guarantee immediate response and requests that therapeutic content be discussed in session with your provider.

Services by electronic means, including but not limited to telephone

communication, the Internet, facsimile machines, and email is considered telemedicine by the State of California. Under the California Telemedicine Act of 1996, telemedicine is broadly defined as the use of information technology to deliver medical services and information from one location to another. If you and your therapist chose to use information technology for some or all of your treatment, you need to understand that: (1) You retain the option to withhold or withdraw consent at any time without affecting the right to future care or treatment or risking the loss or withdrawal of any program benefits to which you would otherwise be entitled. (2) All existing confidentiality protections are equally applicable. (3) Your access to all medical information transmitted during a telemedicine consultation is guaranteed, and copies of this information are available for a reasonable fee. (4) Dissemination of any of your identifiable images or information from the telemedicine interaction to researchers or other entities shall not occur without your consent. (5) There are potential risks, consequences, and benefits of telemedicine. Potential benefits include, but are not limited to improved communication capabilities, providing convenient access to up-to-date information, consultations, support, reduced costs, improved quality, change in the conditions of practice, improved access to therapy, better continuity of care, and reduction of lost work time and travel costs. Effective therapy is often facilitated when the therapist gathers within a session or a series of sessions, a multitude of observations, information, and experiences about the client. Therapists may make clinical assessments, diagnoses, and interventions based not only on direct verbal or auditory communications, written reports, and third-person consultations, but also on direct visual and olfactory observations, information, and experiences. When using information technology in therapy services, potential risks include, but are not limited to the therapist's inability to make visual and olfactory observations of clinically or therapeutically potentially relevant issues such as your physical condition including deformities, apparent height, and weight, body type, attractiveness relative to social and cultural norms or standards, gait and motor coordination, posture, work speed, any noteworthy mannerism or gestures, physical or medical conditions including bruises or injuries, basic grooming, and hygiene including appropriateness of dress, eye contact (including any changes in the previously listed issues), sex, chronological and apparent age, ethnicity, facial and body language, and congruence of language and facial or bodily expression. Potential consequences thus include the therapist not being aware of what he or she would consider important information, that you may not recognize as significant to present verbally to the therapist.

## MINORS

If you are a minor, your parents may be legally entitled to some information about your therapy. I will discuss with you and your parents what information is appropriate for them to receive and which issues are more appropriately kept confidential. PLEASE NOTE THAT THIS PRACTICE DOES NOT SERVICE MINORS.

## TERMINATION

You have the right to terminate recurring sessions at any time. Ending relationships can be difficult. Therefore, it is important to have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. Your provider may terminate treatment after an appropriate discussion with you and a termination process if your provider determines that the psychotherapy is not being effectively used or if you are in default on payment. Your provider will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, your provider will provide you with a list of qualified psychotherapists to treat you. You may also choose someone on your own or from another referral source. Should you fail to schedule an appointment for three consecutive weeks, unless other arrangements have been made in advance, for legal and ethical reasons, your provider must consider the professional relationship discontinued.

## LEGAL MATTERS

If at any time, any staff, employee, or contractor of Conscious Intention Therapy, LLC is requested to be involved in any legal matters you are associated with prior, during, or after the course of treatment, Conscious Intention Therapy, LLC. requires a retainer to be paid to the practice for a minimum of 25 hours of labor at the hourly rate of \$150.00. This retainer will be used to compensate any provider, contractor, employee, or staff member for their professional time. This time might be spent completing additional reports requested, corresponding with attorneys or other professionals involved in this legal matter, attending meetings associated with this legal matter, responding to subpoenas associated with this legal matter, or providing any additional services that are outside the time permits of our routine sessions. If the professional time spent on this legal matter exceeds the 25 hours provided through the retainer, you will be billed for the balance at \$150.00 hourly. Should anyone at Conscious Intention Therapy, LLC needs to consult with the practice's attorney or

retain the practice's attorney for legal matters to support a client, Conscious Intention Therapy, LLC will bill for the cost of the attorney's fees to the client.

I, the client, understand the above policies and my electronic signature indicates that I have read the policies detailed above and agree to the items contained in this document.