

**JENNIFER S. BAILEY, MA, LMFT**  
LICENSED MARRIAGE AND FAMILY THERAPIST, MFC 52363  
(818) 394-0890

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SUITE 207  
GRANADA HILLS, CA 91344

## **OFFICE POLICIES/INFORMED CONSENT**

This Agreement is intended to provide [name of client] \_\_\_\_\_ (herein "Client") with important information regarding the practices, policies and procedures of Jennifer Bailey (herein "Therapist"), and to clarify the terms of the professional therapeutic relationship between Therapist and Client. Any questions or concerns regarding the contents of this Agreement should be discussed with Therapist prior to signing it.

### TERAPIST BACKGROUND AND QUALIFICATIONS

Therapist has been practicing as a licensed marriage and family therapist (LMFT) since 10/11/12, (prior to that, working as a Trainee/Intern since May, 2006) working with adults, teens and elders on issues specializing in, but not limited to: Depression, anxiety disorders, grief and loss and personality disorders.

Therapist has been trained in, and utilizes, many theoretical orientations in treatment according to individual client need and presentation (e.g.: Cognitive Behavioral, Gestalt, Family Systems, etc.), however Therapist's main theoretical orientation can be described primarily as *Psychodynamic*, encompassing both Adlerian and Object-Relations therapy. This orientation is also known as "insight oriented therapy." General goals for therapy include developing a client's self-awareness and understanding how past patterns, unresolved conflicts, coping mechanisms and relationship dynamics influence present actions and reactions. As William Shakespeare once wrote, "*past is prologue*," so too, are we influenced by our early childhood experiences. It should be noted that this type of therapy is not a digging through to find the "*why*"—as whys are seldom helpful, and *blame is never a goal*—but more about revealing the "*hows*". For once we see the underpinnings of our behavior, ignorance is dissolved and we become aware. No longer blind to the interactions of our process on our behaviors, this self-awareness gives us choice. It is for this reason that insight is a key objective in Psychodynamic therapy: Once we've seen how the sausage is made, so to speak, we are less likely to move backwards in our development. Aware of how the past influences our present, we are free to make more informed choices for our future.

### RISKS AND BENEFITS OF PSYCHOTHERAPY

Psychotherapy is a process in which Therapist and Client discuss a myriad of issues, events, experiences and memories for the purpose of creating positive change so Client can experience his/her life more fully. It provides an opportunity to better, and more deeply understand oneself, as well as any problems or difficulties Client may be experiencing. Psychotherapy is a joint effort between Client and Therapist. Progress and success may vary depending upon the particular problems or issues being addressed, as well as many other factors.

Participating in therapy may result in a number of benefits to Client, including, but not limited to, reduced stress and anxiety, a decrease in negative thoughts and self-sabotaging behaviors, improved interpersonal relationships, increased comfort in social, work, and family settings, increased capacity for intimacy, and increased self-confidence. Such benefits may also require substantial effort on the part of Client, including an active participation in the therapeutic process, honesty, and a willingness to change feelings, thoughts and behaviors. There is no guarantee that therapy will yield any or all of the benefits listed above.

Participating in therapy may also involve some discomfort, including remembering and discussing unpleasant events, feelings and experiences. The process may evoke strong feelings of sadness, anger, fear, etc. There may be times in which Therapist will challenge Client's perceptions and assumptions, and

offer different perspectives. The issues presented by Client may result in unintended outcomes, including changes in personal relationships. Client should be aware that any decision on the status of his/her personal relationships is the responsibility of Client.

During the therapeutic process, many Clients find that they feel worse before they feel better. This is generally a normal course of events. Personal growth and change may be easy and swift at times, but may also be slow and frustrating. Client should address any concerns he/she has regarding his/her progress in therapy with Therapist.

## PROFESSIONAL CONSULTATION

Professional consultation is an important component of a healthy psychotherapy practice. As such, Therapist may regularly participate in clinical, ethical, and legal consultation with appropriate professionals. During such consultations, Therapist will not reveal any personally identifying information regarding Client.

## RECORDS AND RECORDKEEPING

Therapist may take notes during session, and will also produce other notes and records regarding Client's treatment. These notes constitute Therapist's clinical and business records, which by law, Therapist is required to maintain. Such records are the sole property of Therapist. Therapist will not alter his/her normal record keeping process at the request of any Client. Should Client request a copy of Therapist's records, such a request must be made in writing. Therapist reserves the right, under California law, to provide Client with a treatment summary in lieu of actual records. Therapist also reserves the right to refuse to produce a copy of the record under certain circumstances, but may, as requested, provide a copy of the record to another treating health care provider. Therapist will maintain Client's records for ten years following termination of therapy. However, after ten years, Client's records will be destroyed in a manner that preserves Client's confidentiality.

## CONFIDENTIALITY

The information disclosed by Client is generally confidential and will not be released to any third party without written authorization from Client, except where required or permitted by law. Exceptions to confidentiality, include, but are not limited to, reporting child, elder and dependent adult abuse, when a Client makes a serious threat of violence towards a reasonably identifiable victim, or when a Client is dangerous to him/herself or the person or property of another.

## CLIENT LITIGATION

Therapist will not voluntarily participate in any litigation, or custody dispute in which Client and another individual, or entity, are parties. Therapist has a policy of not communicating with Client's attorney and will generally not write or sign letters, reports, declarations, or affidavits to be used in Client's legal matter. Therapist will generally not provide records or testimony unless compelled to do so. Should Therapist be subpoenaed, or ordered by a court of law, to appear as a witness in an action involving Client, Client agrees to reimburse Therapist for any time spent for preparation, travel, or other time in which Therapist has made him/herself available for such an appearance at \$500.00 per hour.

## PSYCHOTHERAPIST-CLIENT PRIVILEGE

The information disclosed by Client, as well as any records created, is subject to the psychotherapist-Client privilege. The psychotherapist-Client privilege results from the special relationship between Therapist and Client in the eyes of the law. It is akin to the attorney-client privilege or the doctor-Client privilege. Typically, the Client is the holder of the psychotherapist-Client privilege. If Therapist received a subpoena for records, deposition testimony, or testimony in a court of law, Therapist will assert the psychotherapist-Client privilege on Client's behalf until instructed, in writing, to do otherwise by Client or Client's representative. Client should be aware that he/she might be waiving the psychotherapist-Client privilege if he/she makes his/her mental or emotional state an issue in a legal proceeding. Client should address any concerns he/she might have regarding the psychotherapist-Client privilege with his/her attorney.

## FEE AND FEE ARRANGEMENTS

The usual and customary **fee for service is \$150 per 50-minute session**. Sessions longer than 50-minutes are charged for the additional time pro rata. Therapist reserves the right to periodically adjust this fee. Client

will be notified of any fee adjustment in advance.

From time-to-time, Therapist may engage in telephone contact with Client for purposes other than scheduling sessions. Client is responsible for payment of the agreed upon fee (on a pro rata basis) for any telephone calls longer than ten minutes. In addition, from time-to-time, Therapist may engage in telephone contact with third parties at Client's request and with Client's advance written authorization. Client is responsible for payment of the agreed upon fee (on a pro rata basis) for any telephone calls longer than ten minutes.

Clients are expected to pay for services at the time services are rendered. Therapist accepts cash, checks, & Visa or MasterCard through "Squarespace". A fee will be charged for any returned checks.

Please be advised that any payments made to Therapist in the form of a check or credit card may identify you as a psychotherapy client to bank &/or online payment employees, as well as to employees of the Federal Reserve, and Therapist has no control over this.

### CANCELLATION POLICY

Client is responsible for payment of the agreed upon fee for any missed session(s). Client is also responsible for payment of the agreed upon fee for any session(s) for which Client failed to give Therapist at least 24 hours notice of cancellation. Cancellation notice should be left on Therapist's voice mail at (818) 394-0890.

### INSURANCE

Therapist is **not** a contracted provider with any insurance company or managed care organization. By signing this, Client understands that as a Private Pay client, Client will be paying more for services than by going through their insurance, as Client is responsible for the full fee of the treatment, and not only a copay. Lastly, Client knows they have the option of being referred out to another therapist within their insurance's purview if they would rather have treatment covered by their insurance at any time.

### THERAPIST AVAILABILITY

Therapist's office is equipped with a confidential voice mail system that allows Client to leave a message at any time. Therapist will make every effort to return calls within 24 hours (or by the next business day), but cannot guarantee the calls will be returned immediately. Therapist is unable to provide 24-hour crisis service. In the event that Client is feeling unsafe or requires immediate medical or psychiatric assistance, he/she should call 911, or go to the nearest emergency room.

Please note that email is generally not a secure form of communication and therefore is not endorsed as a means of contacting Therapist for any treatment-related concerns. Under certain circumstances, Therapist may need to send or receive forms or other information via email. In these cases, Therapist will use a HIPAA-compliant &/or encrypted service (such as MailHippo). **Please see the Acknowledgement & Consent to use Electronic Communication form for important details in regards to email/text communications.**

### TERMINATION OF THERAPY

Therapist reserves the right to terminate therapy at his/her discretion. Reasons for termination include, but are not limited to, untimely payment of fees, failure to comply with treatment recommendations, conflicts of interest, failure to participate in therapy, Client needs are outside of Therapist's scope of competence or practice, or Client is not making adequate progress in therapy. Client has the right to terminate therapy at his/her discretion. Upon either party's decision to terminate therapy, Therapist will generally recommend that Client participate in at least one, or possibly more, termination sessions. These sessions are intended to facilitate a positive termination experience and give both parties an opportunity to reflect on the work that has been done. Therapist will also attempt to ensure a smooth transition to another therapist by offering referrals to Client.

### ACKNOWLEDGEMENT

By signing below, Client acknowledges that he/she has reviewed and fully understands the terms and

conditions of this Agreement. Client has discussed such terms and conditions with Therapist, and has had any questions with regard to its terms and conditions answered to Client's satisfaction. Client agrees to abide by the terms and conditions of this Agreement and consents to participate in psychotherapy with Therapist. Moreover, Client agrees to hold Therapist free and harmless from any claims, demands, or suits for damages from any injury or complications whatsoever, save negligence, that may result from such treatment. Client also understands that no professional relationship exists with others practicing within the office suite.

**I HAVE READ AND UNDERSTAND THIS CONTRACT AND AGREE TO ALL TERMS AND CONDITIONS.**

CLIENT'S NAME (PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDITIONAL CLIENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

In the event a minor (under the age of 18) is the client, parent/guardian's signature below is indication of permission to treat.

\_\_\_\_\_  
MINOR NAME PRINTED MINOR'S AGE

\_\_\_\_\_  
PARENT/GUARDIAN NAME PRINTED DATE PARENT/GUARDIAN SIGNATURE

I have reviewed these policies with my client(s).

\_\_\_\_\_  
THERAPIST SIGNATURE DATE

#### COMPLAINTS

*"The Board of Behavioral Sciences receives and responds to complaints regarding services provided within the scope of practice of marriage and family therapy. You may contact the board online at [www.bbs.ca.gov](http://www.bbs.ca.gov), or by calling (916) 574-7830."*