



Lubitsh Counseling, LLC

General Office Policies

The general policies of the office are explained below. Please take a few minutes to review them and bring up any questions when we meet.

Contacting me:

- My phone contact number is 1-907-317-9442.
- There are times when I won't be able to answer the phone, and you are encouraged to leave a voice mail message with your name, number, time of the call, as well a brief message and the best time to reach you. All messages are treated confidentially. Your call will be returned as soon as possible.
- **If you feel that you need immediate assistance, please call 911 or go to the nearest emergency room.**

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Electronic Communication:

- I cannot ensure the confidentiality of any form of communication through electronic media, including text messages. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, I will do so.

Social Media:

- Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet, and we can talk more about it.

Intake and Consent Forms

- For ethical and legal reasons, clients are required to read, complete and sign intake, HIPAA and consent forms and bring these to the initial appointment.
- You may also be asked to fill out forms describing your personal history, the history of the problem that brought you to therapy, and your goals for therapy.
- Please read these forms thoroughly and sign where indicated.
- Please note that the release of client clinical information is strictly governed by Health Insurance Portability and Accountability Act (HIPAA). Under this law, the release of any information cannot be made until a specific authorization to release is signed by the client.

In Session Behavior

- The therapeutic process can sometimes be very difficult. You are encouraged to talk about all your feelings and thoughts during the therapy session.

- It is okay to express your anger in a therapy session, but loud shouting and throwing things is never appropriate.
- While your privacy is of utmost concern, you should be aware that any incidents of abuse or threats to others must be reported.
- If you feel that you may harm yourself in any way, you should discuss this immediately with your therapist. Suicidal threats may result in notifying the patient's emergency contact and other people who can keep you safe. Your safety is our number one concern.
- It is never appropriate to bring any form of weapon into therapy, and clients who bring in a weapon will be asked to leave.

Payment Policies

- All payments, including insurance co-payments, are due at the time of the appointment unless prior arrangements have been made with the therapist.
- A reduced fee schedule is possible for clients with unemployed and inadequate health insurance with evidence of proper documentation.
- Cancellations and re-scheduled session will be subject to a full charge if NOT RECEIVED AT LEAST 24 HOURS IN ADVANCE. This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time.
- All personal checks returned for insufficient funds are charged a \$25/ fee, applied to the clients account.
- To avoid being charged the full fee for the session, you are asked to cancel at least 48 hours in advance. If a session is missed without notice the session fee is to be paid.
- If you choose to pay for services using a credit or debit card, please, take into consideration that there would be an addition of 2 % to your charge. Please discuss it with your therapist if you have questions or concerns about that.

Miscellaneous

- For ethical reasons, your therapist does not accept gifts of any kind.
- If you would like to bring a friend or family member to a session, please notify your therapist at least one week in advance. You will be asked to sign a release giving your therapist permission to talk about issues that may be confidential.

BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ,
UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.

I agree and sign this document

Date

Please click on the submit button after signing. Follow the prompts to have the form send from your email client. Some email clients like Gmail, may create a draft. Be sure that email is sent. Thank you. Dr. Lubitsh-White