**Practice Policies**

Please remember to cancel or reschedule at least 24 hours in advance. You will be responsible for the full session fee if you cancel or reschedule your appointment with less than 24 hours’ notice. This is necessary because your clinician has made a time commitment to you and is holding that session time frame exclusively for you. If you are late for a session, you may lose some of that session time. The standard session length is specific to each individual client and is determined based on your discussions with Link and your clinician.  Please discuss requests to change the standard session length in advance with your clinician so the appropriate amount of time is scheduled. Also, note that rates vary dependent on session length.

FEE FOR RETURNED CHECKS

Checks returned for any reason will incur a $20.00 service charge.

TELEMENTAL HEALTH SERVICES

Under Telemental Health Services regulations established by New York State’s Office of Mental Health, Dwellness clinicians are permitted to provide you with therapy remotely, i.e. via telephone, videoconferencing, etc. If you and your therapist choose 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. (2) All existing confidentiality protections are equally applicable. (3) Your access to psychotherapy records documenting telemental health sessions are available upon request. (4) Dissemination of any of your identifiable images or information from the telemental health session shall not occur without your consent. (5) There are potential risks, consequences, and benefits of telemental health sessions. Potential benefits include, but are not limited to improved communication capabilities, convenient access to support, and better continuity of care. Effective therapy is often facilitated when the clinician gathers within a session or a series of sessions, a multitude of observations, information, and experiences about the client. Clinicians may make assessments, diagnoses, and interventions based not only on direct verbal or auditory communications, written reports, and third person consultations, but also from direct visual and olfactory observations, information, and experiences.

When using information technology in therapy services, potential risks include, but are not limited to the clinician’s inability to make visual and olfactory observations of clinically or therapeutically potentially relevant issues or changes to such issues, including:  your physical or medical conditions including bruises or injuries, gait and motor coordination, posture, work speed, any noteworthy mannerisms or gestures, basic grooming and hygiene, eye contact, facial and body language, and congruence of language and facial or bodily expression. Potential consequences thus include the clinician not being aware of what he/she/they would consider important information that you may not recognize as significant to present to the Brittany Velardi, PsyD License 024085.

MINORS

If the client is a minor, a caretaker must be present in the home during therapy sessions. Guardians may be legally entitled to some information about minor clients’ treatment. However, the clinician and client will discuss what information will be shared prior to doing so.

TERMINATION

It is the clients’ right to terminate therapeutic services at any time for any reason. 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 process depends on the length and intensity of the treatment undertaken up to that point. Ideally termination of treatment would occur after appropriate processing between the clinician and client, and a decision about a termination process. The clinician may also determine that there is not adequate progress toward treatment goals, that the client is failing to comply with treatment recommendations or actively participate in therapy, and/or the client is in default on payment.  Should any of the circumstances mentioned in the preceding sentence arise, the clinician may choose to terminate treatment. However, the clinician will discuss and explore circumstances prior to termination with client. If the clinician initiates a termination in therapy for any reason or the client requests another therapist, the clinician will provide the client with a list of qualified psychotherapists referrals. The client may also choose someone on their own or from another referral source. Should the client fail to schedule an appointment for 21 consecutive calendar days, unless other arrangements have been made in advance, for legal and ethical reasons, the clinician will consider the professional relationship discontinued and treatment terminated.

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

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