



Important Highlights of our Policies and Procedures

- You are responsible for making a full, honest effort in therapy and for communicating accurate and full information to the therapist.
- Therapy sessions are generally **45 minutes**, unless otherwise specified.
- Payment is expected at the time of service (unless otherwise specified)
- **24 hour cancellation notice** is required (no later than 4:00 p.m. on Friday for a Monday appointment).
 - **A cancellation fee of \$60.00** will be charges for less than 24 hours cancellation notice.
 - Insurance companies do not reimburse patients for cancelled or missed appointments.
- Other services, aside from regular therapy appointments, are charged differently and an additional agreement and fee is required such services.
- There are certain instances in which we may have to release information without your consent.
- We keep Protected Health Information about you in two separate records; clinical notes and psychotherapy notes.
 - Psychotherapy notes are not available to you or anyone else.
- **Children 14 years and older** generally control their own records and confidentiality is enforced even with parents/caregivers (unless specific release forms are signed by the client).
- You will be notified of any changes in this agreement

Your signature below indicates your consent to treatment and that you have received the Psychotherapist-Patient Services Agreement and the Notice of Privacy Policy.

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|---|-----------------------------------|-------------|
| Consumer Name (print) | Consumer Signature | Date |
| Consumer Name/Parent-Caregiver (print) | Parent-Caregiver Signature | Date |
| Provider Name (print) | Provider Signature | Date |

Client has ACCEPTED REJECTED a copy of this authorization form. All information released will be handled confidentially, in compliance with the Federal Regulations 42 C.F.R., 2.31 and 2.35 and 4 PA Code §255.5. Information from other facilities, persons, organizations provided to Ravenhill Psychological Services will not be re-released to fulfil requests within this consent, unless expressly permitted