

Office Policies and Therapy Agreement

This form provides you, the client, with information that is additional to that detailed in the Notice of Privacy Practices and it is subject to HIPAA preemptive analysis.

CONFIDENTIALITY: All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without your written permission except where disclosure is required by law.

WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW: Some of the circumstances where disclosure is required or may be required by law are: where there is a reasonable suspicion of child, dependent, or elder abuse or neglect; where a client presents a danger to self, to others, to property, or is gravely disabled; or when a client's family members communicate to Kristina M Yarbrough that the client presents a danger to others. Disclosure may also be required pursuant to a legal proceeding by or against you. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by Kristina M Yarbrough. In couple and family therapy, or when different family members are seen individually, even over a period of time, confidentiality and privilege do not apply between the couple or among family members, unless otherwise agreed upon. Kristina M Yarbrough will use her clinical judgment when revealing such information. Kristina M Yarbrough will not release records to any outside party unless she is authorized to do so by all adult parties who were part of the family therapy, couple therapy or other treatment that involved more than one adult client.

EMERGENCY: If there is an emergency during therapy, where Kristina M Yarbrough becomes concerned about your personal safety, the possibility of you injuring someone else, or about you receiving proper psychiatric care, she will do whatever she can within the limits of the law, to prevent you from injuring yourself or others and to ensure that you receive the proper medical care. For this purpose, she may also contact the person whose name you have provided on the biographical sheet.

LITIGATION LIMITATION: Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, it is agreed that, should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you nor your attorney(s), nor anyone else acting on your behalf will call on Kristina M Yarbrough to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested unless otherwise agreed upon.

DIVORCED FAMILIES: In the event of divorce, it is Kristina M Yarbrough's policy that you provide her with a copy of the part of your divorce decree which pertains to custody of the minor child, and right to consent for medical/psychological services before she can provide services.

Kristina Yarbrough, MA, Licensed Marriage and Family Therapist
Collaborative Therapy and Collaborative Practices for Families and Individuals

CONSULTATION: Kristina M Yarbrough consults regularly with other professionals regarding her clients; however, each client's identity remains completely anonymous and confidentiality is fully maintained.

E-MAILS, CELL PHONES, COMPUTERS, AND FAXES: It is very important to be aware that computers and e-mail communication can be relatively easily accessed by unauthorized people and hence can compromise the privacy and confidentiality of such communication. Faxes can easily be sent erroneously to the wrong address. E-mails, in particular, are vulnerable to unauthorized access due to the fact that Internet servers have unlimited and direct access to all e-mails that go through them. It is important that you be aware that e-mails, faxes, and important texts are part of the medical records. Additionally, Kristina M Yarbrough's e-mails are not encrypted. Kristina M Yarbrough's computers are equipped with a firewall, a virus protection, and a password. Please notify Kristina M Yarbrough if you decide to avoid or limit in any way the use of any or all communication devices, such as e-mail, cell phone, or faxes. If you communicate confidential or private information via e-mail, Kristina M Yarbrough will assume that you have made an informed decision, will view it as your agreement to take the risk that such communication may be intercepted, and will honor your desire to communicate on such matters via e-mail. Please do not use e-mail or faxes for emergencies or for cancelling sessions.

RECORDS AND YOUR RIGHT TO REVIEW THEM: Both the law and the standards of Kristina M Yarbrough's profession require that she keep treatment records for at least 7 years. Unless otherwise agreed to be necessary, Kristina M Yarbrough retains clinical records only as long as is mandated by Texas law. If you have concerns regarding the treatment records, please discuss them with Kristina M Yarbrough. As a client, you have the right to review or receive a summary of your records at any time, except in limited legal or emergency circumstances or when Kristina M Yarbrough assesses that releasing such information might be harmful in any way. In such a case, Kristina M Yarbrough will provide the records to an appropriate and legitimate mental health professional of your choice. Considering all of the above exclusions, if it is still appropriate, and upon your request, Kristina M Yarbrough will release information to any agency/person you specify unless Kristina M Yarbrough assesses that releasing such information might be harmful in any way. When more than one client is involved in treatment, such as in cases of couple and family therapy, Kristina M Yarbrough will release records only with signed authorizations from all the adults (or all those who legally can authorize such a release) involved in the treatment.

TELEPHONE & EMERGENCY PROCEDURES: If you need to contact Kristina M Yarbrough between sessions, please leave a message at 512.618.0008 and your call will be returned as soon as possible. Kristina M Yarbrough checks her messages a few times during the daytime only, unless she is out of town, which you will be notified. If an emergency situation arises, and if you need to talk to someone right away call 911. Please do not use e-mail for emergencies. Kristina M Yarbrough does not always check her e-mail or faxes daily.

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SESSION FEES AND CANCELLATION POLICY:

50 min. individual therapy.....\$140
50 min. family therapy.....\$160
50 min. couples therapy.....\$160
75 min. sessions.....\$200

Sliding scale arrangements are available and limited.

Payment is expected at the time services are provided. **Appointments not cancelled at least 48 hours in advance will be charged the full session fee.** Please refer to the cancellation policy document for more information. Please remember that your scheduled appointment time has been reserved for you.

PAYMENT OPTIONS: Kristina M Yarbrough accepts payment in the form of cash, check, or a secure Venmo payment (@Kristina-Yarbrough-2). There is a photo of a gray cat.

BCBS PPO CLIENTS: If you are using your BCBS PPO insurance, you are responsible BEFORE the initial session to know the following information regarding your insurance plan: co-payment amount; if your plan covers the counseling service requested (i.e. individual, couples, family); and if there is a deductible that you need to meet before services are covered. There will be an administrative fee for any time more than 30 minutes to correct errors and/or issues due to your negligence to these responsibilities. This fee is \$50.00 per every 30 minutes of administrative time to correct errors-this includes phone calls to BCBS; re-processing claims; preparing documents. You will never be charged for administrative tasks under 30 minutes to correct errors, and you will never be charged for administrative tasks inherent in using your insurance (i.e. processing claims each session).

SCHEDULING AND CANCELLING SESSIONS: You are responsible for scheduling and cancelling your sessions on the Therapy Appointment online portal. The portal is HIPPA compliant.

MEDIATION & ARBITRATION: All disputes arising out of, or in relation to, this agreement to provide psychotherapy services shall first be referred to mediation, before, and as a pre-condition of, the initiation of arbitration. The mediator shall be a neutral third party chosen by agreement of Kristina M Yarbrough and the client(s). The cost of such mediation, if any, shall be split equally, unless otherwise agreed upon. In the event that mediation is unsuccessful, any unresolved controversy related to this agreement should be submitted to and settled by binding arbitration in Austin, Texas in accordance with the rules of the American Arbitration Association which are in effect at the time the demand for arbitration is filed. Notwithstanding the foregoing, in the event that your account is overdue (unpaid) and there is no agreement on a payment plan, Kristina M Yarbrough can use legal means (court, collection agency, etc.) to obtain payment. The prevailing party in arbitration or collection proceedings shall be entitled to recover a reasonable sum as and for attorney's fees. In the case of arbitration, the arbitrator will determine that sum.

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THE PROCESS OF THERAPY: Participation in therapy can result in a number of benefits to you, your family and/or your child, including improving interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Working toward these benefits, however, requires effort and time. There is no guarantee that psychotherapy will yield positive or intended results. During the course of therapy, Kristina M Yarbrough is likely to draw on various psychological approaches according, in part, to the problem that is being treated and her assessment of what will best benefit you. These approaches include, but are not limited to collaborative, cognitive-behavioral, existential, system/family, developmental (adult, child, family), humanistic or psycho-educational. Kristina M Yarbrough **provides neither custody evaluation recommendation** nor medication or prescription recommendation nor legal advice, as these activities do not fall within her scope of practice.

RISKS: There are risks associated with entering the therapy process. The goal of therapy is to change the negative symptoms you or your child is experiencing. Sometimes, when an individual begins the therapeutic process, symptoms initially become worse as the individual develops insight and introspection. It is not uncommon for a child's behaviors to initially seem worse. You have the right to end therapy at any time. However, it is common for individuals to want to quit therapy just as the difficult (and important) work is beginning. I encourage you to discuss your concerns about treatment with me at anytime.

DUAL RELATIONSHIPS: Despite a popular perception, not all dual or multiple relationships are unethical or avoidable. Therapy never involves sexual or any other dual relationship that impairs Kristina M Yarbrough's objectivity, clinical judgment or can be exploitative in nature. Kristina M Yarbrough will assess carefully before entering into non-sexual and non-exploitative dual relationships with clients. It is important to realize that in some communities, particularly small towns, military bases, university campus, etc., multiple relationships are either unavoidable or expected, Kristina M Yarbrough will never acknowledge working with anyone without his/her written permission. Many clients have chosen Kristina M Yarbrough as their therapist because they knew her before they entered therapy with her, and/or are personally aware of her professional work and achievements. Nevertheless, Kristina M Yarbrough will discuss with you the often-existing complexities, potential benefits and difficulties that may be involved in dual or multiple relationships. Dual or multiple relationships can enhance trust and therapeutic effectiveness but can also detract from it and often it is impossible to know which ahead of time. It is your responsibility to advise Kristina M Yarbrough if the dual or multiple relationship becomes uncomfortable for you in any way. Kristina M Yarbrough will always listen carefully and respond to your feedback and will discontinue the dual relationship if she finds it interfering with the effectiveness of the therapy or your welfare and, of course, you can do the same at any time.

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Acknowledgement of Receipt of Policies and Therapy Agreement
&
Consent for Treatment

By signing this consent form as the Client or Guardian of said Client, I acknowledge that I have read, understand, and agree to the terms and conditions contained in this form. I have been given appropriate opportunity to address any questions or request clarification for anything that is unclear to me. I am voluntarily agreeing to receive mental health assessment, treatment and services for me or my child, if said child is the client. I understand that I may stop such treatment or services at any time.

I hereby consent to treatment with Kristina M Yarbrough, LMFT. Although the chances for obtaining my goals for therapy will best be met by adhering to therapeutic suggestions, I understand that I have a right to discontinue or refuse treatment at any time. I understand that I am responsible for any balance due prior to a decision to stop.

I authorize Kristina M Yarbrough, LMFTA to staff my or my child's case if the need arises.

I have read the above and agree.

Signature of client or parent/guardian

Date

Printed Name

Relationship to client