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Licensed Psychologist PSY 10114

### **Office Policies & Procedures Consent**

I have prepared this description to acquaint you with my services and day-to-day procedures. I am a licensed psychologist registered in the State of California with the Board of Psychology. I hold a Doctorate Degree in Clinical Psychology and have been working as a licensed psychologist since 1987.

COMMUNICATION: My business number is 415.924.8940. Please leave your name and phone number (even if you believe that I already have your number), and some times that I may reach you. I will return your call as soon as I am able. There is no charge for brief telephone conversations, but telephone calls longer than ten (10) minutes will be billed. Please note that I am not available on call for emergencies. If you are having a psychiatric emergency or need to talk to a mental health professional immediately, you may call Marin Psychiatric Emergency Services at 415.499.6666; or you can call 911 and/or go to your nearest hospital emergency room.

I am also available by email at [drhausman@comcast.net](mailto:drhausman@comcast.net). Please limit emails to scheduling and other logistics, as email is not guaranteed to be a secure medium for exchange of information and confidentiality cannot be assured. **Please do not use email for messages that are either urgent or confidential.**

SESSIONS: The length of a session is 50 minutes. If you arrive late, your session will be no longer than the time in that hour normally allotted.

PAYMENT AND INSURANCE REIMBURSEMENT: Your fee is set prior to beginning our work together. Fees are due at the end of each session. Unpaid balances should be paid by the end of the month. Please notify me if any problem arises during the course of our work together regarding your ability to make timely payments. If you have insurance, note that professional services are payable by you. You may request a receipt for submission to your insurance company for reimbursement.

CANCELLATIONS & MISSED APPOINTMENTS: Your appointment time is reserved exclusively for you; therefore if you cancel with less than **24 hours notice**, or if you miss a scheduled appointment, you are responsible for payment of the fee for that session.

CONFIDENTIALITY: What you say in your sessions is confidential and private, and is protected by California law, with some mandated exceptions. Disclosure is required when (1) I have reason to believe that you are in danger of hurting yourself or someone else; (2) I have reason to suspect abuse/neglect of a child, elder, or disabled person; (3) You appear unable to care for your basic personal needs for food, clothing and shelter; (4) Upon court order to release information. In couples and family therapy, confidentiality does not apply between the couple or family members. Disclosure of confidential information may be required by your health insurance carrier in order to process your insurance claims. **Confidentiality of cell phone or email communication cannot be ensured.**

*I understand and consent to the above office policies.*

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*Client Signature*

*Date*

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*Sheryl B. Hausman, Ph.D.*

*Date*