**Sage Psychotherapy, Robin Taylor Kirk, LMFT**

**DISCLOSURE STATEMENT & AGREEMENT FOR SERVICES**

**Introduction**

This document is intended to provide important information to you regarding your treatment. Please read the entire document carefully and be sure to ask Robin Kirk, LMFT any questions you may have regarding its contents.

**About the Therapy Process**

It is Robin Kirk, LMFT’s intention to provide services that will assist you in reaching your goals. It is sometimes the case that one will feel worse before feeling better. Based upon the information that you provide to Robin Kirk, LMFT and the specifics of your situation, Robin Kirk, LMFT will provide recommendations to you regarding your treatment. Therapists and patients are partners in the therapeutic process. You have the right to agree or disagree with Robin Kirk, LMFT’s recommendations. Robin Kirk, LMFT will also periodically provide feedback to you regarding your progress and will invite your participation in the discussion.

Due to the varying nature and severity of problems and the individuality of each patient, Robin Kirk, LMFT is unable to predict the length of your therapy or to guarantee a specific outcome or result.

**Fees and Insurance**

Individual sessions and conjoint sessions are 45-50 minutes in length. Session-and-a-half individual sessions are approximately 75 minutes in length. Double sessions are 100 minutes in length. Longer sessions may be available as needed. The fee amount will be reviewed annually on July 1st.

Fees are payable at the time that services are rendered. Please ask Robin Kirk, LMFT if you wish to discuss a written agreement that specifies an alternative payment procedure or fee agreement.

Robin Kirk, LMFT is not in network with any insurance providers other than a specific IOP contract with Kaiser. She neither directly bills insurance on your behalf, nor does she communicate with insurance providers. Robin Kirk, LMFT will, upon your request, provide you with either a Superbill for you to submit to your insurance if your plan provides for reimbursement of fees for out-of-network providers or with a Statement for HSA accounts. It is important for you to be aware that Superbills must include a diagnosis.

If for some reason you find that you are unable to continue paying for your therapy, you should inform Robin Kirk, LMFT, and she will help you to consider any options that may be available to you at that time. If a balance remains unpaid for 60 days, Robin Kirk, LMFT may refer your account to a collection agency or go to small claims court.

Actions performed by Robin Kirk, LMFT such as reading or writing reports, preparing documents or summaries in response to a Release of Information, completing disability/social security/leave of absence, etc. forms will be charged at Robin Kirk, LMFT’s session fee in 15-minute increments.

If you become involved in legal proceedings that require Robin Kirk, LMFT’s participation, you will be expected to pay for Robin Kirk, LMFT’s professional time, even if I am called to testify by another party. Because of the practice disruption and difficulty of legal involvement, Robin Kirk, LMFT charges $360 per hour for preparation for, travel to (door-to-door from any origination point), and attendance at any legal proceeding as well as for any work required following said attendance or participation, including depositions, subpoena for records, and trial.

**Confidentiality**

All communications between you and Robin Kirk, LMFT, will be held in strict confidence unless you provide written permission to release information about your treatment.

If you participate in group therapy or an Intensive Outpatient Program, all information about other participants is to be kept confidential by you. Robin Kirk, LMFT will discuss this more fully at the beginning of treatment.

***There are exceptions to confidentiality***. For example, therapists are required to report instances of suspected child, dependent adult or elder abuse and if you express a serious threat of harm to an identifiable person or persons, that person or persons and the police must be warned.

Therapists may be required or permitted to break confidentiality under other circumstances such as:

* if you present an eminent danger to self or are gravely disabled (severely disoriented or in danger from a medical condition or medications),
* if there is reasonable cause to believe that a patient is in such mental or emotional condition as to be dangerous to him or herself or to the person or property of another and the disclosure of confidential information is necessary to prevent the threatened danger,
* when your emotional condition has been raised as an issue by you or your representative in a legal proceeding,
* when information, records or testimony about you have to be produced in the event of a court order or subpoena,
* either Robin Kirk, LMFT or you alleges a breach of duty arising out of the therapeutic relationship (e.g. if your account becomes delinquent and is sent to a collection agency Robin Kirk, LMFT is permitted to disclose to the collection agency information related to collecting payment). In the event that this happens, all fees including collections and attorney fees will be your responsibility.
* Robin Kirk, LMFT does not need your consent in order to discuss your case with a consultant as long as your identity is not revealed,
* when the patient is under the age of 16 and Robin Kirk, LMFT has reason to believe that the patient has been the victim of a crime and that disclosure of confidential information is in the best interests of the patient,
* In addition, a federal law known as The Patriot Act of 2001 requires therapists (and others) in certain circumstances, to provide FBI agents with books, records, papers, documents and other items and prohibits the therapist from disclosing to the patient that the FBI sought or obtained the items under the Act.

**Minors and Confidentiality**

Communications between therapists and patients who are minors (under the age of 18) are confidential. However, parents and other guardians who provide authorization for their child’s treatment are often involved in their treatment. Consequently, Robin Kirk, LMFT, in the exercise of her professional judgment, may discuss the treatment progress of a minor patient with the parent or caretaker. Patients who are minors and their parents are urged to discuss with their therapist any questions or concerns that they have on this topic.

**Appointment Scheduling and Cancellation Policy**

An appointment is a commitment to the work. You and Robin Kirk, LMFT agree to meet and to be on time. If Robin Kirk, LMFT is ever unable to start on time, you will still receive the full time agreed to. If you are late, your session will still end at the previously scheduled time.

Sessions are typically scheduled to occur once or twice per week at the same time and day if possible. Robin Kirk, LMFT may suggest a different frequency or duration of session depending on your individual situation. Psychotherapy is an important undertaking with immense rewards. It requires consistency and dedication. Our scheduled appointments are times reserved for you.

Effective on the date this Consent is signed and for the following twelve months, you may miss two regularly scheduled appointments per twelve-month period with no fee incurred. The cancelation may be due to illness, vacation, or any other reason. All other missed sessions, regardless of the amount of notice given, will be charged at Robin Kirk, LMFT’s full fee unless you reschedule the session within a three-week period. This three-week period may include the weeks before and/or the weeks following the originally scheduled session. If there are no openings available on the Client Portal, please contact Robin Kirk, LMFT. If two or more session times are available, but do not work with your schedule, the missed session will be charged at the full-fee rate. You do not have to use the two free misses before rescheduling sessions, e.g., you might want to save a free miss if you know you will be on a month-long vacation later in the year.

**Therapist Availability/Emergencies**

There is no charge for telephone or other exchanges about scheduling issues. Telephone consultations about matters other than scheduling may be suitable or even needed at times. If so, Robin Kirk, LMFT may charge her private-pay amount, prorated over the time needed. Collateral contact over approximately 15 minutes with other professionals or family members related to your treatment may also be charged at the private-pay prorated amount.

You may leave a message for Robin Kirk, LMFT at any time on her confidential voicemail. If you wish Robin Kirk, LMFT to return your call, please be sure to leave your name and phone number(s) along with a brief message concerning the nature of your call and whether it is alright to leave a message on your answering machine. Non-urgent phone calls are returned during regular business hours (Monday through Friday) and usually within one business day. If you have an urgent need to speak with Robin Kirk, LMFT, please indicate that fact in your message. Please be aware that Robin Kirk, LMFT may not be able to return your call within the time necessitated by your urgent matter. If you do not hear back from Robin Kirk, LMFT within the required time, please contact Lifeline by either calling or texting 988. In the event of a medical emergency or an emergency involving a threat to your safety or the safety of others, please call 911 to request emergency assistance.

**Therapist Communications**

Robin Kirk, LMFT may need to communicate with you by telephone, mail, or other means. Please indicate your preferences by checking the choices listed below:

\_\_\_\_ My therapist may contact me by phone at the following number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ My therapist may send email to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ My therapist may send mail to my home at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Termination of Therapy**

The length of your treatment and the timing of the eventual termination of your treatment depend on the specifics of your treatment plan and the progress you achieve. It is a good idea to plan for your termination, in collaboration with Robin Kirk, LMFT. Robin Kirk, LMFT will discuss a plan for termination with you as you approach the completion of your treatment goals.

You may discontinue therapy at any time. If you or Robin Kirk, LMFT determines that you are not benefitting from treatment, either of you may elect to initiate a discussion of your treatment alternatives. Treatment alternatives may include, among other possibilities, referral, changing your treatment plan, or terminating your therapy.

Your signature indicates that you have read this agreement for services carefully and understand and agree to its contents and have received or have online access to an unsigned copy of this agreement.

Please feel free to address any questions or concerns that you have about this information before you sign.

Print name of patient:

Signature:

Date:

If patient is a minor, please print name of person signing and relationship to minor: