



General Information & Informed Consent for Psychotherapy

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.

QUALIFICATIONS: I am a Licensed Clinical Social Worker (LCSW 93568), and carry a Master in Clinical Psychology. I received my MA from Columbia University in New York with a focus on Trauma and Resiliency, and my MSW from the University of Southern California in Los Angeles. In practice I draw from several therapeutic approaches including psychodynamic, experiential, mindfulness, and dialectical behavioral therapies. I also incorporate art, music and play into much of my work where appropriate.

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 Katie Plumb (therapist) 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 Katie Plumb. 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. Katie Plumb will use his/her clinical judgment when revealing such information. Katie Plumb will not release records to any outside party unless s/he 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.

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E-MAILS, CELL PHONES, COMPUTERS, AND FAXES: Email, voicemail, and fax communication can be easily accessed by unauthorized people, compromising the privacy and confidentiality of such communication. Please notify Katie Plumb at the beginning of treatment if you would like to avoid or limit in any way the use of any or all

of these communication devices. **Please use only phone to contact your therapist for emergencies.**

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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 Katie Plumb to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested unless otherwise agreed upon.

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RECORDS AND YOUR RIGHT TO REVIEW THEM: Both the law and the standards of Katie Plumb's profession require that s/he keep treatment records for services provided. Please note that clinically relevant information from emails, texts, and faxes are part of the clinical records. The confidentiality of these records is closely safeguarded. Unless otherwise agreed to be necessary, Katie Plumb retains clinical records only as long as is mandated by California law. If you have concerns regarding the treatment records, please discuss them with Katie Plumb. 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 Katie Plumb assesses that releasing such information might be harmful in any way. In such a case, Katie Plumb 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, Katie Plumb will release information to any agency/person you specify unless Katie Plumb 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, Katie Plumb 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.

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EMERGENCY: If there is an emergency during therapy, or in the future after termination, where Katie Plumb 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 proper medical care. For this purpose, s/he may also contact the person whose name you have provided on the biographical sheet.

TELEPHONE & EMERGENCY PROCEDURES: If you need to contact Katie Plumb between sessions, please leave a message at 202-669-7076. She will make every effort to return your call within 24 hours - with the exception of vacations. If you are difficult to reach, please inform her of some times when you will be available. Phone consultations of *15 minutes or less* will not be charged. If you feel the need for many phone calls and cannot wait for your next appointment, you and your therapist may need to schedule more sessions to address your needs. For scheduling and cancellation purposes please text; for all clinical concerns, please

call.

In case of a true emergency, particularly one that is life threatening, you should go to your local emergency room and ask for the psychologist or psychiatrist on call, or dial 911.

Whenever Katie Plumb is on vacation or unavailable for some other reason, you will be informed in advance if possible and you will be able to reach an on-call therapist if an emergency should occur. She will provide you with that name and number to contact.

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PAYMENTS: Clients are expected to pay the agreed upon fee, ranging from **\$100.00-\$170 per 45 minute individual session (\$130-\$200/75 minute couples session)** at the start of each session unless other arrangements have been made (e.g. if you are using credit card, IvyPay charges your card after session). Please notify Katie Plumb if any problems arise during the course of therapy regarding your ability to make timely payments.

CANCELLATION: Since the scheduling of an appointment involves the reservation of time specifically for you, **a minimum of 24 hours notice** is required for re-scheduling or canceling an appointment. **The full fee will be charged for sessions missed without such notification.** If you are requesting a Superbill for insurance reimbursement, be aware that most insurance companies do not reimburse for missed sessions. Please let Katie know as soon as you know that you will not be able to keep your scheduled appointment.

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THE PROCESS OF THERAPY/EVALUATION AND SCOPE OF PRACTICE: Participation in therapy can result in a number of benefits to you, including improving interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Working toward these benefits, however, requires effort on your part. Psychotherapy requires your very active involvement, honesty, and openness in order to change your thoughts, feelings, and/or behavior. Katie Plumb will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. Sometimes more than one approach can be helpful in dealing with a certain situation. During evaluation or therapy, remembering or talking about unpleasant events, feelings, or thoughts can result in you experiencing considerable discomfort or strong feelings of anger, sadness, worry, fear, etc., or experiencing anxiety, depression, insomnia, etc. Katie Plumb may challenge some of your assumptions or perceptions or propose different ways of looking at, thinking about, or handling situations, which can cause you to feel very upset, angry, depressed, challenged, or disappointed. Attempting to resolve issues that brought you to therapy in the first place, such as personal or interpersonal relationships, may result in changes that were not originally intended. Psychotherapy may result in decisions about changing behaviors, employment, substance use, schooling, housing, or relationships. Sometimes a decision that is positive for one family member is viewed quite negatively by another family member. Change will sometimes be easy and swift, but more often it will be slow and even frustrating. There is no guarantee that psychotherapy will yield positive or intended results. During the course of therapy, Katie Plumb is likely to draw on various psychological approaches according, in part, to the problem that is being treated and his/her assessment of what will best benefit you. Katie Plumb provides neither custody evaluation recommendation nor medication or prescription recommendation nor legal advice, as these

activities do not fall within her scope of practice.

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TERMINATION: After the first couple of meetings, Katie Plumb will assess if she can be of benefit to you. Katie Plumb does not work with clients who, in her opinion, she cannot help. In such a case, if appropriate, she will give you referrals that you can contact. If at any point during psychotherapy Katie Plumb either assesses that she is not effective in helping you reach the therapeutic goals or perceived you as non-compliant or non-responsive, and if you are available and/or it is possible and appropriate to do, she will discuss with you the termination of treatment and conduct pre-termination counseling. In such a case, if appropriate and/or necessary, she would give you a couple of referrals that may be of help to you. If you request it and authorize it in writing, Katie Plumb will talk to the psychotherapist of your choice in order to help with the transition. If at any time you want another professional's opinion or wish to consult with another therapist, Katie Plumb will give you a couple of referrals that you may want to contact, and if she has your written consent, she will provide her or him with the essential information needed. You have the right to terminate therapy and communication at any time.

However, termination can and ought to be made a valuable part of the psychotherapy experience. Katie Plumb will typically ask to meet for one or two sessions after an agreement to terminate. Such sessions will help the therapist review your goals and accomplishments, outline any further work to be done, and examine your options for the future. It is also important to discuss if you would like to take a break from therapy. It is possible to make such a time maximally productive if discussed in advance.

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DUAL RELATIONSHIPS: Therapy never involves sexual, business, or any other dual relationships that could impair Katie Plumb's objectivity, clinical judgment, or therapeutic effectiveness, or could be exploitative in any nature. Please discuss this with me if you have questions or concerns.

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SOCIAL NETWORKING AND INTERNET SEARCHES: Katie Plumb does not accept friend requests from current or former clients on personal social networking sites, such as Facebook. She believes that adding clients as friends on these sites and/or communicating via such sites can compromise their privacy and confidentiality. For this same reason, Katie Plumb requests that clients not communicate with her via any interactive or social networking web sites.

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MINORS IN THERAPY If you are under eighteen years of age, please be aware that the law may give your parents or guardians the right to obtain information about your treatment and/or examine your treatment records. It is your therapist's policy to request a written agreement from your parents or guardians indicating that they consent to give up access to such information and/or, to your records. If they agree, Katie Plumb will provide them only with general information about our work together subject to your approval, or, if she feels it is important for them to know in order to make sure that you and people around you are safe. If Katie Plumb thinks it is appropriate, she will involve them if she feels that there is a high risk that you will seriously harm yourself or another/others. Before giving them any verbal or written information, Katie Plumb will

discuss the matter with you, if possible. She will do the best I can to resolve any differences that you and she may have about what she is prepared to discuss.

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I have read the above Office Policies and General Information, Informed Consent for Psychotherapy carefully; I understand them and agree to comply with them:

Client's Name (print)

Signature _____ Date _____

Client's Name (print)

Signature _____ Date _____

Guardian's Name (If client under 12 - print)

Signature _____ Date _____

Psychotherapist's Name (print)

Katie Plumb, MA, LCSW

Signature _____ Date _____