

POLICIES AND PROCEDURES

Starting Treatment

When you decide to start therapy, you are investing in your mental health and in your overall health. Because psychotherapy is an active and creative process between client and therapist, it is important that you feel that we are a good “fit.” During the therapy process I want to hear from you how therapy is proceeding, your questions about methods, and your feedback about what is helping and what is not. This makes it possible to more clearly tailor the therapy plan to meet your needs and goals. Below you will find information regarding my training, philosophy regarding treatment, and office procedures. If you have any questions or concerns regarding any aspect of my practice or my credentials, please discuss them with me.

Licensure

My psychology license is a guarantee to you that I have been trained and supervised in the diagnosis and treatment of psychological conditions. My license number in the State of Colorado is # 2915. No one may hold the title “Psychologist” unless she/he meets the specific standards established by the Colorado State Department of Regulatory Agencies which regulate all psychotherapy professionals. As a licensed clinical psychologist, I practice specific methods of treatment and can explain the theoretical orientations and practical techniques I use. Although the exact length of treatment is difficult to predict, I can provide an estimate of treatment duration. You have the right to know if other treatments are available. I can guide you as to the effectiveness of alternatives. You may end treatment at any time, and you may seek a second opinion if you wish to do so.

Payment and Fees

I have found that it is best to deal with the business of scheduling appointments and payment at the beginning of each session. This way, we can focus on whatever needs and concerns arise during the session without having to then switch gears at the end to deal with business. My fee is ___ for 45 minutes, and longer sessions will be prorated according to their length of time. Cash or check are accepted for payment at the time of service. Clients with weekly appointments and an established payment history may pay monthly. However, payment in full is expected at the close of each month. A finance charge of 1.5% per month will be charged for balances over 30 days delinquent. I would be happy to discuss my fee and payment arrangements in more detail and to provide you with assistance in making therapy a reasonable option of treatment for you.

Insurance Information

I am an “out-of-network” therapist. Most insurance companies reimburse a percentage of mental health costs for visits to out-of-network providers. I participate in this way as it enables me to make treatment recommendations and provide services to you that are not restricted by the mandates of a health insurance company.

If you would like to submit for out-of-network reimbursement please let me know and I will assist you in the process. I typically bill monthly, and I will provide you with a statement that includes information required by most insurance companies. My fee is within range of what most insurance companies consider “usual and customary.”

It might also be helpful to note that psychotherapy is reimbursable through Flexible Spending plans, Cafeteria Plans or HSAs.

Cancellations

My policy is to charge for sessions cancelled for non-emergency reasons with less than 24 hour notice and for sessions missed without cancellation. Please help me serve you best by keeping scheduled appointments.

Confidentiality

Confidentiality is an important component of therapy. A written release is required in order for me to obtain or release any information relating to your therapy. However, there are certain legal exceptions to your right to confidentiality. I will identify them and more fully discuss these with you should any such situations arise during therapy. Exceptions to confidentiality include “threat of serious harm to self or other,” as in the case of child abuse, suicide, or grave disability.

Grievance Board

The Colorado Department of Regulatory Agencies has the general responsibility of regulating the practice of licensed psychologists and other psychotherapy practitioners. The agency within the department that has responsibility specifically for licensed and unlicensed psychotherapists is the State Grievance Board. Sexual intimacy between client and therapist is illegal in Colorado and should be reported to the Grievance Board. You may contact the State Grievance Board at 1560 Broadway, Suite 1340. Denver, Colorado, 80202 or phone 303-894-7766.

Consent

I have been informed of Dr. Elizabeth Coldren’s degrees, credentials, and license. I have also read the preceding information and understand my rights as a client. I understand and agree to the policies described herein. A copy of this document will be given to me for my records. I consent to therapy, including evaluation, testing, treatment and/or referral.

Printed Name:

Signature:

Date: