Russ Reed, LICSW, LLC
VT License #089.0134502
CA License #100786
Office Location: 129 Lincoln Ave, Manchester Center, VT 05255
Mailing Address: PO Box 583, Manchester Center, VT 05255
Phone: (530) 957-1815

OFFICE POLICIES & GENERAL INFORMATION

CONSENT FOR PSYCHOTHERAPY SERVICES

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 Russ Reed, LICSW, LLC 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 Russ Reed, LICSW, LLC 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. Russ Reed, LICSW, LLC will use his clinical judgment when revealing such information. Russ Reed, LICSW, LLC will not release records to any outside party unless 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.

EMERGENCY: If there is an emergency during therapy, or in the future after termination, where Russ Reed, LICSW, LLC becomes concerned about your personal safety, the possibility of you injuring someone else, or about you receiving proper psychiatric care, he will do whatever he 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, he may also contact the person whose name you have provided on the biographical sheet.

HEALTH INSURANCE & CONFIDENTIALITY OF RECORDS: Disclosure of confidential information may be required by your health insurance carrier or HMO/PPO/MCO/EAP in order to process the claims. If you so instruct Russ Reed, LICSW, LLC has no control over, or knowledge of, what insurance companies do with the information he submits or who has access to this information. You must be aware that submitting a mental health invoice for

reimbursement carries a certain amount of risk to confidentiality, privacy or to future capacity to obtain health or life insurance or even a job. The risk stems from the fact that mental health information is likely to be entered into big insurance companies' computers and is likely to be reported to the National Medical Data Bank. Accessibility to companies' computers or to the National Medical Data Bank database is always in question as computers are inherently vulnerable to hacking and unauthorized access. Medical data has also been reported to have been legally accessed by law enforcement and other agencies, which also puts you in a vulnerable position.

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

CONSULTATION: Russ Reed, LICSW, LLC consults regularly with other professionals regarding his clients; however, each client's identity remains completely anonymous and confidentiality is fully maintained.

COMPUTER SECURITY: In order to provide the highest level of security, Russ Reed LCSW, LICSW uses an office computer equipped with a firewall, virus protection software, and a password. All confidential billing information is backed up using secure, HIPAA-compliant software.

TEXT MESSAGE COMMUNICATIONS: Russ Reed, LICSW, LLC uses iPlum, a secure and fully encrypted text messaging platform, to send and receive HIPAA-compliant text messages. iPlum messaging will only be used if you have given written permission for text communication, and you can opt out at any time. iPlum safeguards your Protected Health Information (PHI). All text messaging must be through the iPlum app. If you need to discuss a clinical matter, please call to discuss it on the phone or during a scheduled session. Text messaging should not be used to communicate with Russ Reed, LICSW, LLC in an emergency situation. Russ Reed, LICSW, LLC makes every effort to respond to texts and phone calls within 24 hours, except on weekends and holidays. In case of an emergency, please call (530) 957-1815. If Russ Reed, LICSW, LLC is not immediately available by phone, please see TELEPHONE & EMERGENCY PROCEDURES subsection below.

EMAIL COMMUNICATIONS: Russ Reed, LICSW, LLC (russ@russreedlcsw.com) uses Paubox, a HIPAA-compliant email encryption software. Russ Reed, LICSW, LLC makes every effort to protect your Protected Health Information (PHI), however electronic communication carries inherent privacy risks. No electronic platform, network, or HIPAA-compliant system is 100% failproof or immune to breaches, technical failures, or cyber-intercepts. You are responsible for securing your own email accounts, devices, and passwords. Email communication will only be

used if you have given written permission, and you can opt out at any time. Email communication should primarily be used for administrative purposes, like setting and changing appointments and minor billing matters. If you need to discuss a clinical matter, please call to discuss it on the phone or wait to discuss it during your therapy session. The telephone or face-to-face context typically is much more secure as a mode of communication. Email should not be used to communicate with Russ Reed, LICSW, LLC in an emergency situation. In case of an emergency, please call 530-957-1815. If Russ Reed, LICSW, LLC is not immediately available by phone, please see TELEPHONE & EMERGENCY PROCEDURES subsection below.

RECORDS AND YOUR RIGHT TO REVIEW THEM: Both the law and the standards of Russ Reed, LICSW, LLC's profession require that he keep treatment records for at least 7 years. Unless otherwise agreed to be necessary, Russ Reed, LICSW, LLC retains clinical records only as long as is mandated by California law. If you have concerns regarding the treatment records, please discuss them with Russ Reed, LICSW, LLC 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 Russ Reed, LICSW, LLC assesses that releasing such information might be harmful in any way. In such a case, Russ Reed, LICSW, LLC 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, Russ Reed, LICSW, LLC will release information to any agency/person you specify unless he 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, Russ Reed, LICSW, LLC 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: When Russ Reed, LICSW, LLC is in office and not in session, he will answer your call personally. At other times, a message can be left on his confidential voice mail service. Russ Reed, LICSW, LLC checks for messages periodically and will return your call at his earliest opportunity. If your call is not answered in a reasonable amount of time, please call again. No call is deliberately ignored, but errors do sometimes occur when information is relayed via voicemail. Except for brief messages or reports, Russ Reed, LICSW, LLC charges for phone therapy or other professional services at a rate of $125.00/hour in 15 minute increments.

If you are a California client in crisis, call your family physician, call 911, call or text 988 to be connected to a Lifeline Crisis Call Center based on your area code, call The National Suicide Prevention Lifeline at 800-273-8255 for free 24hr hotline support, or go to the nearest emergency room.

If you are a Vermont client in crisis, call your family physician, call 911, call or text 988 to be connected to a Lifeline Crisis Call Center based on your area code, call The National Suicide Prevention Lifeline at 800-273-8255 for free 24hr support, text "VT" to 741741, or go to the nearest emergency room.

PAYMENTS & INSURANCE REIMBURSEMENT: Clients are expected to pay the standard fee of $125.00 per 50-minute session at the end of each session or at the end of the month unless other arrangements have been made. Telephone conversations, site visits, writing and reading of reports, consultation with other professionals, release of information, reading records, longer sessions, travel time, etc. will be charged at the same rate, unless indicated and agreed upon otherwise. Please notify Russ Reed, LICSW, LLC if any problems arise during the course of therapy regarding your ability to make timely payments. Clients who carry insurance should remember that professional services are rendered and charged to the clients and not to the insurance companies. Unless agreed upon differently, Russ Reed, LICSW, LLC will provide you with a copy of your receipt on a monthly basis, which you can then submit to your insurance company for reimbursement, if you so choose. As was indicated in the section, Health Insurance & Confidentiality of Records, you must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk. Not all issues/conditions/problems, which are dealt with in psychotherapy, are reimbursed by insurance companies. It is your responsibility to verify the specifics of your coverage. If your account is overdue (unpaid) and there is no written agreement on a payment plan, Russ Reed, LICSW, LLC can use legal or other means (courts, collection agencies, etc.) to obtain payment.

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 Russ Reed, LICSW, LLC 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 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, Russ Reed, LICSW, LLC 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.

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. Russ Reed, LICSW, LLC 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. Russ Reed, LICSW, LLC 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, Russ Reed, LICSW, LLC is likely to draw on various psychological approaches according, in part, to the problem that is being treated and his assessment of what will best benefit you. These approaches include, but are not limited to, behavioral, cognitive-behavioral, cognitive, psychodynamic, existential, system/family, developmental (adult, child, family), humanistic or psycho-educational. Russ Reed, LICSW, LLC provides neither custody evaluation recommendation nor medication or prescription recommendation nor legal advice, as these activities do not fall within his scope of practice.

TREATMENT PLANS: Within a reasonable period of time after the initiation of treatment, Russ Reed, LICSW, LLC will discuss with you his working understanding of the problem, treatment plan, therapeutic objectives, and his view of the possible outcomes of treatment. If you have any unanswered questions about any of the procedures used in the course of your therapy, their possible risks, Russ Reed, LICSW, LLC's expertise in employing them, or about the treatment plan, please ask and you will be answered fully. You also have the right to ask about other treatments for your condition and their risks and benefits.

TERMINATION: As set forth above, after the first couple of meetings, Russ Reed, LICSW, LLC will assess if he can be of benefit to you. Russ Reed, LICSW, LLC does not work with clients who, in his opinion, he cannot help. In such a case, if appropriate, he will give you referrals that you can contact. If at any point during psychotherapy Russ Reed, LICSW, LLC either assesses that he 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, he will discuss with you the termination of treatment and conduct pre-termination counseling. In such a case, if appropriate and/or necessary, he would give you a couple of referrals that may be of help to you. If you request it and authorize it in writing, Russ Reed, LICSW, LLC 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, Russ Reed, LICSW, LLC will give you a couple of referrals that you may want to contact, and if he has your written consent, he will provide his or him with the essential information needed. You have the right to terminate therapy and communication at any time. If you choose to do so, upon your request and if appropriate and possible, Russ Reed, LICSW, LLC will provide you with names of other qualified professionals whose services you might prefer.

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 Russ Reed, LICSW, LLC's objectivity, clinical judgment or can be exploitative in nature. Russ

Reed, LICSW, LLC 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 campuses, etc., multiple relationships are either unavoidable or expected. Russ Reed, LICSW, LLC will never acknowledge working with anyone without his/her written permission. Many clients have chosen Russ Reed, LICSW, LLC as their therapist because they knew him before they entered therapy with him, and/or are personally aware of his professional work and achievements. Nevertheless, Russ Reed, LICSW, LLC 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 Russ Reed, LICSW, LLC if the dual or multiple relationships become uncomfortable for you in any way. Russ Reed, LICSW, LLC will always listen carefully and respond to your feedback and will discontinue the dual relationship if he finds it interfering with the effectiveness of the therapy or your welfare and, of course, you can do the same at any time.

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. Unless we reach a different agreement, the full fee will be charged for sessions missed without such notification. Most insurance companies do not reimburse for missed sessions.

I have read the above Office Policies and General Information, Agreement for Psychotherapy Services or Informed Consent for Psychotherapy carefully (a total of 6 pages); I understand them and agree to comply with them:

Client's Name (print) _____
Signature _____ Date _____

Client's Name (print) _____
Signature _____ Date _____

Russ Reed, LICSW, LLC Title: Member
Print Name_____
Signature _____ Date_____