

BAILEY BEHAVIORAL HEALTH, LLC OUTPATIENT STATEMENT OF UNDERSTANDING

Welcome to the practice of Bailey Behavioral Health, LLC. This document contains important information about professional services and business policies. Please read this document carefully and feel free to ask questions. When you sign this document, it will represent an agreement of understanding between you and Bailey Behavioral Health, LLC. Later, you will be asked to sign a Consent for Evaluation and/or Treatment if we decide to work together.

BAILEY BEHAVIORAL HEALTH, LLC SERVICES

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the Therapist and patient, and the particular problems that are presented. There are many different methods this office may use to deal with the problems that you choose to address. Psychotherapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for therapy to be most successful, you will have to work on things we talk about both during therapy sessions and at home.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life; you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness; hopefully these unpleasant feelings will be short-term. On the other hand, psychotherapy has also been shown to have benefits for people who go through the process. Therapy often leads to better relationships, solutions to specific problems, and significant reduction in feelings of distress and negative symptoms. But, there are no guarantees of what you will experience.

Our first session will involve an evaluation of your needs. By the end of the evaluation, the Therapist will be able to offer you some first impressions of what our work will include and a plan of care to follow, if you decide to continue with therapy. You should evaluate this information along with your own opinions of whether you feel comfortable working with the Therapist. Therapy involves a large commitment of time, money, and

energy; so you should be very comfortable with the Therapist you select. If you have questions about the procedures used in this office, we should discuss them when ever they arise. If your doubts persist, I will be happy to help you set up a meeting with another mental health professional.

MEETINGS

This office normally conducts an Initial Evaluation that will last approximately 1 - 1 ½ hours. During this time, you and David Bailey, LCSW can both decide if this office will be appropriate in providing the services you need in order to meet your treatment goals. If psychotherapy is begun, patients are usually scheduled for 1 hour sessions on a weekly basis. However, some sessions may be longer or more frequent. Once an appointment is scheduled, you will be expected to pay for it unless you provide 24 hours advance notice of cancellation. Moreover, if there are circumstances beyond your control please cancel your appointment as soon as possible and this office will try to find another time to reschedule the session.

INCLEMENT WEATHER POLOCY

If local schools are closed due to bad weather, then you can assume Bailey Behavioral Health, LLC will be closed as well.

PROFESSIONAL FEES

The usual fee is \$145 per hour. In addition to weekly appointments, Bailey Behavioral Health, LLC will charge this amount for other professional services you may request or need. Other services may include report writing, telephone conversations lasting longer than 10 minutes, assessments, attendance at meetings with other professionals you have authorized or requested, preparation of records or treatment summaries, or the time spent preparing any other services you may request.

BILLING AND PAYMENTS

You will be expected to pay for each session at the time it is held, unless we agree otherwise or unless you have insurance coverage which requires another arrangement. You will be asked to sign a credit card agreement allowing this office to bill for services received, copayments, and/or deductibles not covered by your insurance company. Lastly, if your account has not been paid for more than 90 days and arrangements for payment have not been made, this office has the option of using legal means to secure the

payment. Payment schedules for other professional services will be agreed upon when they are requested.

This office will file insurance claims as a courtesy to you. Co-payments and deductibles will be determined by your particular insurance policy and your contract with that insurance company. Statements will be mailed to you on a regular basis; or most patients choose the use of a credit card for payment of the remaining co-payments or deductibles identified as "patient's responsibility" from your insurance company.

In rare circumstances of unusual financial hardship, this office may be willing to negotiate a fee adjustment or a payment installment plan. If you feel you are experiencing extreme financial hardship, discuss this with David Bailey, LCSW.

CONTACTING BAILEY BEHAVIORAL HEALTH, LLC

David Bailey, LCSW is usually with a patient and not immediately available by telephone. While David Bailey, LCSW is usually in the office between 8:00 a.m. and 8:00 p.m., the telephone is answered by a receptionist or an answering machine that is monitored frequently. Every effort will be made to return your call on the same day you make it, with the exception of weekends and holidays. If you are difficult to reach by telephone, please leave a message stating some times when you will be available and your telephone number. If you are experiencing a mental health crisis and unable to reach this office and feel that you can't wait for this office to return your call, then please contact your Family Physician or report to the nearest Emergency Room and ask for the mental health professional on duty. If this office is closed for an extended period of time, you will be provided with a name of a colleague to contact, if necessary.

This office does not use social media as a means of communicating with patients. E-mails, Facebook, Texting, and Tweeting are not considered HIPAA compliant. Therefore, verbal communication either in person or by telephone will be the communication policy of this office.

PROFESSIONAL RECORDS

The laws and standards of the mental health profession require that treatment records be kept. You are entitled to review a copy of your records, or this office can prepare a summary for you instead. Because these are professional records, they can be misinterpreted and/or upsetting to

untrained readers. Therefore, if this office suspects the materials contained in records could be emotionally damaging to you, this office will suggest a verbal or written summary of progress. If you choose to see your records, this office will recommend that you review them in presence of David Bailey, LCSW so that appropriate discussion of content can be conducted. Patients will be charged an appropriate fee for any professional time spent in responding to information requests.

MINORS

If you are under 18 years of age, please be aware that the law may provide your parents the right to examine your treatment records. It is my policy to request an agreement from parents that they agree to give up access to your records. If they agree I will provide them only with general information about the therapeutic process, unless this office feels there is a high risk that you could seriously harm your self or someone else. In this case, this office will immediately notify your parents/guardians of the imminent concerns. Moreover, this office will also provide parents/guardians with a verbal summary of your treatment when it is complete. Before giving parents any information, this office will discuss the matter with you, if possible, and this office will do it's best to address any objections you may have at that time.

CONFIDENTIALITY

In general, the privacy of all communication between a patient and a Mental Health Professional is protected by law, and this office can only release information about your treatment to others with your request and written permission. This is done with an "Authorization to Release Information". But, there are a few exceptions; you will be asked to sign a "Consent" to allow this office to use and share minimal information for day to day operations and insurance billing.

In most legal proceedings, you have the right to prevent mental health professionals from providing any information about your treatment. However, in some rare proceedings involving child custody or those in which your emotional condition is an important issue, a judge may order testimony if he/she determines that the issues demand it.

There are some situations in which David Bailey, LCSW is legally obligated to take action to protect others from harm, even if some information about a patient's treatment has to be revealed. For example, child abuse, abuse of an elderly person, or abuse of a disabled person requires filing a report with the

appropriate state authorities because by law David Bailey, LCSW is a "mandated reporter".

If this office believes that a patient is threatening serious bodily harm to another, this office is required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the patient. If the patient threatens to harm himself/herself, this office is obligated to seek hospitalization for him/her or to contact family members or others who can help provide protection.

These situations have rarely occurred at Bailey Behavioral Health, LLC. If a similar situation should occur in the future, this office will make every effort to fully discuss it with you before taking any action.

David Bailey, LCSW may occasionally find it helpful to consult other professionals about a particular case. During a consultation, every effort is made to protect confidentiality and the identity of the patient. The professional consultant is also legally bound to keep the information confidential. If you don't object, this office will not tell you about consultations because they are rare. However, if this office feels this information is therapeutically important, you will be informed.

While this written summary of expectations to confidentiality should prove helpful in informing you about general information or potential problems, it is important that we discuss any questions or concerns you may have throughout the therapeutic process regarding privacy. At any time, David Bailey, LCSW will be happy to discuss these issues with you. But for complex legal concerns, formal legal advice may be needed in some cases because State and Federal laws governing confidentiality are quite complex and constantly changing. If you have other questions about common policies of Bailey Behavioral Health, LLC, be sure to discuss these concerns with David Bailey, LCSW as soon as possible or during your next scheduled appointment.

Patient's Signature Date Parent and/or Guardian Date

David Bailey, LCSW Date