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The following procedures are for your reference. If you have any questions regarding this information, please discuss them with me.

- 1) Confidentiality – What a client tells a therapist has always been treated confidentially. Our society recognizes that this confidentiality is the foundation of the trust we must have for psychotherapy to work. However, there are some legal and ethical rules as to when therapist-client confidentiality does not hold:
 - a) If I believe that you are threatening serious harm to yourself or to another person
 - b) If I believe that a child, and elderly person, or a disabled person is being abused (by neglect, assault or sexual molestation), I must file a report with the appropriate agency. I do not have any authority to investigate the situation or to choose not to file a report: the agency will investigate.
 - c) When the court subpoenas records
 - d) In the event that I need to arrange coverage by a colleague for times that I am unavailable or when I request supervision, a brief overview of your situation may be given to the colleague
 - e) When you give written permission to release information
- 2) Financial Responsibility – The fee for one 50-minute hour of psychotherapy or consultation is \$150.00 I request that you pay the fee in full at each session. If this is a hardship, please discuss the possibility of alternate arrangements with me. If you would like reimbursement from your insurance company please discuss that with me and you will be provided with the necessary documentation.
- 3) Session – Sessions are normally 50 minutes. If they are shorter or longer for some reason, the fee will be adjusted.
- 4) Canceling Appointments – Although it is best therapeutically to keep regular appointments, there may be times when you cannot come in. It is requested that you call to cancel at least 24 hours in advance. If you do not cancel more than 24 hours in advance, you will be charged the full normal fee for that session. Accommodation will be made for emergencies.
- 5) Termination – You have the right to terminate therapy at any time. However, it is preferred that we discuss it ahead of time and plan accordingly.

I certify that my rights and responsibilities have been explained to me and that I understand them and agree to them.

Client or Authorized Person's Name (please print)

Client or Authorized Person's Signature

Date