

Hoffmann Ψ Burchett Psychological Services, LLC
205 N. Williamsburg Drive, Suite F, Bloomington, IL 61704

Guidelines for Psychotherapy Services

The following information is provided to assist you in understanding the guidelines for accessing psychotherapy services and to make an informed decision when consenting for psychotherapy services.

Therapeutic Process

Therapy can be emotionally and relationally challenging. As you begin treatment, you may feel that your presenting issues at times become worse before they feel consistently better. It is common to redefine your desired goals for therapy through the process as underlying issues are explored and their connections with your current difficulties are better understood. We will develop treatment goals together and assess your satisfaction with your progress towards these goals throughout the therapy process.

For therapy to be effective it is important that there be a “good fit” between therapist and client. Minimally, that involves feeling safe, respected, and able to fully participate in the therapeutic process. We will utilize the initial session to assess if and how the therapist can be of benefit to you. If at any point during treatment we assesses that the therapist cannot not be effective in helping you reach your therapeutic goals, we will discuss this with you and, if appropriate provide you referrals to other providers. You have the right to terminate therapy at any time. If you choose to do so, we will offer to provide you with names of other qualified professionals whose services you might prefer.

During the first session it is likely that your therapist will take notes while gathering essential information to plan your treatment. Unlike later sessions, the therapist will be asking numerous questions and directing the conversation in order to assess your situation and how to best serve you.

Your therapist is not a medication-prescribing psychologist, nor a specialist in all conditions. We can conduct psychological assessment batteries; however, typically we do not provide both psychological assessment and psychotherapy services for the same client. In cases where the treatment plan indicates the need for a specialist or additional treatment modalities other than those that we can provide for that specific case, including psychiatric evaluation, psychological assessment, or additional therapies, appropriate referrals will be provided.

For many people, therapy is a new experience, and this means that there may be some initial discomfort about knowing what to do during the therapeutic hour. Please feel free to ask us any questions about the therapy process, the course of your treatment, or any other questions pertaining to the process of psychotherapy.

Confidentiality

Generally, all psychotherapy sessions remain confidential – that is, information disclosed during the course of a psychotherapy session remains private between the client and therapist. However, as a mental health professional, your therapist is a **mandated reporter**. As a mandated reporter, your therapist is legally responsible to break confidentiality when certain safety issues arise during the course of treatment. Information obtained during psychotherapy may be disclosed in the following circumstances:

1. The client, or parent/guardian if the client is a minor, signs a **Consent to Release Information** allowing communication with a specific individual/agency.
2. When there is reasonable suspicion of abuse of children, the elderly, or a dependent adult, the therapist is required by law to report the incident to the authorities.
3. If you present a serious danger to yourself or others unless protective measures are taken, the therapist is required by law to take action to protect you or any potential victims.
4. When working with minors, the therapist will keep parents or guardians informed of the treatment progress if they ask, but the therapist does not have to share specific session details unless it is in the best interest of the minor *and* the minor is fully aware of the disclosure/information being shared.
5. In couples and family therapy, or when different family members are seen individually, confidentiality and privilege do not apply between the couple or among family members. The therapist will use her clinical judgment when it is appropriate to reveal such information. The therapist will not release records to any outside party unless authorized to do so by *all* adult family members who were part of the treatment.
6. If the therapist is subpoenaed in a court proceeding, she may be obliged to surrender clinical records. Note that if you place your mental status at issue in litigation, the defendant may have the right to obtain your psychotherapy records and/or therapist testimony.
7. If the Courts referred you for evaluation or treatment, the therapist is required to furnish the Courts with requested information. It will important that you disclose the reason for referral at start of treatment and sign all releases of information with the appropriate contact information.
8. In the rare instance when disclosure of information is necessary for the collection of unpaid bills, your information may be disclosed.

If any of these safety issues arise during the course of treatment, the therapist will take the necessary steps to ensure the safety of the client. These steps may include contacting the hospital for a crisis evaluation, the police, the parent/guardians or significant others, and/or DCFS. If it all possible the therapist will discuss these issues with the client or parent/guardian prior to disclosing information.

Consultation

When clinically appropriate the therapist may consult with other professionals regarding a client's treatment; however, the client's name or other identifying information is never disclosed. The client's identity remains completely anonymous, and confidentiality is fully maintained.

Appointments and Payment

We accept several forms of insurance and will file the insurance claims for you. If you have a standard co-payment, it is due at the time of the session. We will provide a statement for you on a monthly basis if preferred. Note that phone sessions and any missed appointments, i.e. those not canceled within 24 hours prior to the appointment time, are the client's responsibility and are not covered by insurance.

Initial Assessment Session	\$215
Individual Therapy Session	\$180 (60 minute hour)
Psychological Assessment	\$190 per hour of test administration or report writing
Missed Sessions	\$65 per session. No charge for first missed session.

Payments may be made in the form of cash, check, or charge. Checks are to be made payable to: Hoffmann Burchett Psychological Services, LLC. Credit card information will be kept on file for any balances that are not paid within timely manner.

Contact between Sessions

Additional sessions, phone contact, and clinical crisis calls can be made between sessions. We will make every effort to return calls the same day if left before 4pm Monday through Thursday (12 pm Friday) on the business number, 309.830.8099 for Dr. Burchett OR 309.706.5057 for Dr. Hoffmann. Calls left after 4pm will be returned the following business day. This is standard procedure unless otherwise communicated on the therapist's outgoing voice message.

If a matter is a medical emergency or safety issue, you are advised to call 911. If your matter is clinically urgent and you need assistance sooner than contact with your therapist can be provided, you may contact PATH, a community crisis intervention team, at 309.827.4005. We will have a therapist cover/available for any extended absences.

Please note that multiple unscheduled contacts between sessions may be an indicator of need for more frequently scheduled therapy sessions. Phone contact beyond 15 minutes may be subject to charge.

Please raise any questions/concerns regarding the above Guidelines with your therapist directly. We encourage and invite questions for purposes of clarification.