

OFFICE POLICIES & THERAPEUTIC CONTRACT

Payments & Insurance Reimbursement: Clients are expected to pay for services at the time they are rendered. I accept Flex and HSA cards, cash, check, or credit card. I am also an out of network provider and if requested, I will provide you with a claim form, which you can then submit to your insurance company for possible reimbursement. **You must check with your provider regarding coverage and you will be responsible for the full fee at each session.** Telephone sessions, site visits, report writing and reading, 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 otherwise. Advance notice will be given in the event of a change in the session fee. Please notify me (Megan Bearce) if any problem arises during the course of therapy regarding your ability to make timely payments. Failure to pay for services may result in the use of a collection agency. A return check fee of \$20 will be charged.

Cancellation Policy: Since scheduling of an appointment involves the reservation of time specifically for you, **a minimum of 24 hours notice is required to cancel a session or else a \$50 fee will be charged.** For example, if you schedule a session for 11am on Tuesday, you would need to cancel before 11am Monday. Most insurance companies do not reimburse for missed sessions. Exceptions for unforeseen or unavoidable situations are at the discretion of the therapist.

Health Insurance, EAP's & Confidentiality of Records: Disclosure of confidential information may be required by your health insurance carrier or Employee Assistance Program (EAP) in order to process the claims. I have no control over or knowledge of what insurance companies do with the information I provide or who has access to this information. You must be aware that submitting a claim for reimbursement of mental health services requires a diagnosis and carries a certain amount of risk to confidentiality, privacy, or to future capacity to obtain health insurance or life insurance.

Emergency Procedures: An emergency is an unexpected event that requires immediate attention and can be a threat to your health or safety. I (Megan Bearce) am unable to provide 24-hour crisis service. In the event of an emergency, please call 911 or go to your nearest emergency room.

Electronic Communication: If you need to contact me between sessions, please leave a voice message at 612-356-4789. I will do my best to return your call within 24 hours. A message left during the weekend may not be returned until Monday. As I cannot 100% guarantee the security of electronic messages, **please do not email or text confidential information.**

Therapeutic Contract

The Process of Therapy: 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 towards these benefits however requires effort on your part and requires your active involvement, honesty, and openness. I work in a collaborative style and consider you the expert on your life. As such, I will ask about your personal strengths and times a problem wasn't a problem in order to build on what is working well. I also feel it is important to look at how societal and cultural expectations may be impacting the problem. I will ask for your feedback and views about your therapy and its progress. During therapy, remembering or talking about unpleasant events, feelings, or thoughts can sometimes result in your experiencing considerable discomfort or strong feelings. I may propose different ways of looking at, thinking about, or handling situations, which may cause you to feel upset, disappointed, hopeful, or relieved. Attempting to resolve issues that brought you to therapy in the first place, such as 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. Change will sometimes be easy and swift, but it also may be slow. There is no guarantee that psychotherapy will yield positive or intended results. Sometimes more than one approach can be helpful in dealing with a certain situation and during the course of therapy I am likely to draw on various psychological approaches according, in part, to the issue(s) being addressed in therapy.

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Megan Bearce, LMFT

Social Media Policy: I do not accept “Facebook friend” or Linked In requests from current or former clients on my social networking sites. I do have professional Facebook Pages and a Twitter account that people are welcome to opt-in to that contain articles, psycho-educational information, and practice updates.

Termination: You have the right to terminate therapy with me at anytime without any financial or legal obligations other than those you’ve already incurred. I have the right to terminate with you under the following conditions:

- a. When I believe that therapy is no longer beneficial to you.
- b. When I believe that you will be better served by another professional.
- c. When you have not paid me for the last two sessions, unless special arrangements have been made with me.
- d. When you have failed to show up for your last two therapy sessions without 24-hour notice.
- e. If I determine during the first three sessions that I cannot help you, I will assist you in finding someone qualified. If I have your written consent, I will provide that professional with information they request. If it is couples therapy, I must have consent from both parties before I can release any information.

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 (the client) nor your attorney, nor anyone else acting on your behalf will call on me (Megan Bearce) to testify in court or at any other proceedings, nor will a disclosure of psychotherapy records be requested.

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 Megan Bearce and client(s). The cost of such mediation, if any, shall be split equally, unless otherwise agreed. 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 to the American Arbitration Association which are in effect at the time the demand for arbitration is filed.

Dual Relationships: Therapy never involves sexual or business relationships or any other dual relationship that impairs the therapist’s objectivity, clinical judgment, or therapeutic effectiveness or can be exploitive in nature.

Consultation: I consult regularly with other professionals regarding my clients; however, client’s name or other identifying information is never mentioned. The client’s identity remains completely anonymous, and confidentiality is fully maintained.

I (the client named below) have read the above *Office Policies and Therapeutic Contract* carefully. I understand them and agree to comply with them.

Client name (print)	Date	Signature
Parent/Guardian name (print)	Date	Signature
Parent/Guardian name (print)	Date	Signature