

Outline of Clinical Practice for Individuals, Couples and Families in Therapy with Vann Joines, Ph.D.

1. **APPOINTMENTS:** Schedule appointments by speaking with ht office staff in person or by calling the office between the hours of 9:00 am – 5:00 pm. After 5:00 pm an answer machine will be turned on.
2. **CANCELLATION OF APPOINTMENTS:** If it is necessary for you to cancel an appointment, notice of cancellation must be made at least 24 hours before the scheduled time or you will be charged for the time reserved. Notice of cancellation should be made during office hours only to insure confirmation.
3. **FINANCIAL AGREEMENT:** All clients must pay in full and payment is due at each session. Clients filing for insurance must still pay in full and have the insurance company reimburse them. Any account 30 days overdue will be charged 18% APR interest.
4. **INSURANCE COVERAGE FOR THERAPY:** Clients using insurance must still pay in full and have the insurance company reimburse them. The office will provide you with a statement of services. This statement will contain all the information required in the “physician or Supplier” portion of your insurance claim form. Attach this statement of services too your claim form and send to your insurance company.
5. **CONFIDENTIALITY:** The faculty and staff of Southeast Institute maintain the confidentiality of all clients attending Southeast Institute. You are asked to do the same by not disclosing the identity of any clients seen here or any information about them acquired through participation in any events at Southeast Institute. The therapist will not keep confidential information that involves keeping you or others alive. The therapist is also required by law to report any instances of abuse or neglect of children or disabled adults. Also there is no guarantee of confidentiality for information that is sent to insurance companies. In light of this, you may want to consider whether or under what conditions you use insurance versus paying for therapy on your own.
6. **PHONE CALLS:** If you need to talk with the therapist at time other than your scheduled appointment time, you may call 929-1171 between the hours of 9:00 am and 5:00 pm and 929-1172 from 5:00-10:00pm the first 5 minutes are free. Additional time will be charged at the rate of his hourly fee.
7. **OTHER GROWTH OPPORTUNITIES:** Transactional Analysis 101 Courses and Weekend Personal Growth Marathons are offered several times a year. These are helpful in speeding up the process of therapy. Information about these events is available upon request.
8. **CONTRACT:** I have read the Outline of Clinical Practice for Individuals, Couples, and Families and I accept responsibility for the financial agreement and issues of confidentiality.
9. \$155.00 per 60 minute session

Client Signature

Date