



Office Policies

Welcome to my practice! This form contains important information about my professional services and policies. Please read it carefully and note any questions or concerns you have so we may discuss them.

Seeking therapy takes courage, hope and a lot of work—I commend you for being here. In our time together, I will work with you to provide a safe and non-judgmental environment for us to explore past and current patterns that keep people from living in a way that feels authentic and meaningful to you. I view each individual as the expert on his/her own life, see you as ultimately responsible for your choices and will empower you to make changes that feel healthy for you.

Therapist & Therapy: I am a Licensed Master's Social Worker (license #41010) engaged in independent private practice providing direct mental health care services to clients. I offer Individual (13+) or Couples therapy. Adolescents must be at least 13 years of age unless otherwise discussed. Sometimes, issues arise that require a referral to another therapist and we will always discuss this if needed or recommended. We will talk together about your needs and comfort level and schedule therapy with the frame and frequency that works for you.

Fees and Payment: My fee is \$160 for a 50 minute individual session, \$185 for a 50 minute couple session. Eighty-minute sessions for individuals or couples can be requested. I do not currently file insurance but I will provide receipts to submit for out-of-network benefits. If your insurance plan has out-of-network mental health benefits you may be reimbursed for a portion of your costs. I accept cash, checks or credit cards for payment. There is a \$25 fee for any returned checks. These fees are subject to change upon sixty (60) days' advance notice to you. If, after receipt of such notice, you are unable or not willing to pay the higher fee, you will be given referrals to other providers and services will be terminated. I reserve the right to terminate services for balances outstanding for more than fifteen (15) days.



Confidentiality: All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without your (client's) written permission, except where disclosure is required by law:

- Where there is a reasonable suspicion of child, dependent or elder abuse or neglect.
- Where a client presents a danger to self, to others, to property, or is gravely disabled.
- When client's family members communicate to Katie Bartley that the client presents a danger to others.
- A medical emergency.
- The client discloses sexual contact with another mental health professional.
- The client authorizes the therapist to release records.
- The therapist is ordered by a court to disclose information.
- The therapist is otherwise required by law to disclose information.
- If your child/client is under eighteen years of age, Parent/Guardians have the right to examine your child's treatment records. Generally, for best treatment, it is desired that confidentiality between the therapist and child client be respected. Parents/Guardians will be kept informed about the progress and issues in the treatment of their child. I strive to do this while still preserving the confidentiality between the therapist and child that is essential for the best outcome.

Please see our Notice of Privacy Practices for more information on Disclosure and Your Rights.

Appointments and Cancellations: Each therapy appointment will be scheduled in advance and will last approximately 50 minutes. If you need to cancel or reschedule an appointment, **please call or text 24-hours in advance to avoid being charged for missed appointments.** **Appointments that are not cancelled within the 24-hour time frame are subject to the full session fee.**



Social Media and Electronic Communication: In following the National Association of Social Workers Code of Ethics, I am mindful of the ways that connecting with clients on social networks may potentially compromise client confidentiality or may create multiple relationships with people with whom we have already established one type of professional relationship. Social media contact that is prohibited includes and is not limited to Facebook, Twitter, Google+ and LinkedIn. I will use my professional Facebook page (@KatieBartleyTherapy) to post articles and information about my practice. I will never reveal client information on this page. It is left to your discretion should you choose to comment on the professional Facebook page. I prefer using email only to arrange or modify appointments. Please do not email me content related to your therapy sessions, as email is not completely secure or confidential.

Messages and Emergencies: You are free to leave me a voicemail or text, 512-649-8500, 24-hours a day, 7 days a week. I will respond within 24-hours, unless I receive the contact at night or over a weekend or holiday. When I leave for an extended period of time or vacation I will discuss arrangements with you and leave an emergency contact on my voicemail. In the event you are experiencing an emergency, services are available at local hospitals or please seek immediate help by calling the appropriate number below:

- 24-Hour Crisis Hotline: 512-472-HELP
- Emergency: 911

Consent for Treatment: Therapy can be an intense and powerful experience and there are risks and benefits associated with psychotherapy. Therapy allows you to discuss any problematic issues in your life and as a result, may elicit uncomfortable feelings. It is common to experience anger, guilt, sadness or frustration since it involves discussing unpleasant aspects of your life. Making personal changes can be daunting and disruptive at times. Therapy is not a guarantee and does not work for everybody. Please discuss with me any risks or concerns you may have as a result of being in therapy.