1827 Powers Ferry Road Building 7 Suite 350 Atlanta, Georgia 30339 Phone: 770-815-0092

Statement of Understanding

I am pleased that you have chosen me as your therapist and I am committed to providing you the best possible care. In the interest of you having the most positive experience here, I have outlined some information about how I work.

Confidentiality

The fact that you come here and the things you tell me are kept in confidence with the following exceptions:

- Clear and present danger to self or others.
- Suspected abuse of a minor, elderly person or handicapped person (in which case I am legally required to report the incident to the proper authorities).
- Signed authorization by you to disclose information to a third party.
- Court order requiring my records.
- Discussions with peer professionals (without identifying data).
- If you are using insurance for reimbursement through "out-of-network" benefits
 I am required to provide a mental health diagnosis and any other information
 requested by the insurance company in order to process your claim. I have no
 control over the confidentiality of this information after it leaves my office.

Payment Policy

- Full session fee is due at the beginning of each session by way of cash, personal check, or credit card.
- There is a \$25.00 charge for returned checks.

Structure and Cancellation Policy

- Sessions are 50 minutes unless otherwise negotiated.
- Your appointment time is reserved for you. If you miss your session or cancel with less than 24 hours notice, the **full session fee** will be charged.

I have read and understand the above information and agree to comply with the cancellation policy.

Signature