



**Tiffany Adams, LCSW, Play Therapist**  
1348 West State Road, Suite 104  
Pleasant Grove, Utah 84062

Tel: 801-691-2711

tifflicsw@intheplayroom.com

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## Client Agreement and Therapeutic Policies

### Introduction:

This agreement is intended to provide clients with important information regarding my professional services and business policies. This consent form will provide a clear framework for our work together and will facilitate our therapeutic relationship. Any questions or concerns regarding the contents of this agreement should be discussed with me prior to signing it.

### Part I: Therapist Information

#### Professional Orientation:

I provide therapy services to women and children. I work with people struggling with depression, anxiety, and life's emotional challenges. I also work with children and adults who have experienced abuse. I specialize in providing play therapy services to young children. I often collaborate with physicians/psychiatrists in order to help clients experience healing. I also work with school systems to facilitate relationships with parents, faculty, and students to help children/adolescents succeed.

The theoretical philosophies I use to guide my work are the solution-focused, systemic, narrative, and psychodynamic approaches. When working with children I use child-centered play therapy drawing on directive and non-directive interventions. I believe that therapy should be a collaborative process between the client and myself. I value working with clients' strengths as a way to help clients reach goals and make positive changes.

My mission as a therapist is to provide a compassionate, non-judgmental space where you feel free to express yourself. I value the uniqueness of the individual while fostering the health of the family. I honor the whole of each of my clients as human beings by integrating the mind, body, and spirit.

#### Educational/ Training Background:

I have been providing therapy services to families and individuals since 1999. I have a Bachelor of Science in Family Studies and Psychology from Brigham Young University (1999). I received a Master of Social Work from Loma Linda University (2001). I have received additional training in the specialty areas of child-centered play therapy, filial play therapy and sand tray therapy as well as women's issues and treatment.

### Part II: Client(s) Rights

1. You have the right to ask questions about any procedures used during therapy; if you wish, I will explain my approach and methods to you.
2. You have the right to decide not to receive therapeutic assistance from me; if you wish, I will provide you with the names of other qualified professionals whose services you might prefer.
3. You have the right to end therapy at any time without any moral, legal, or financial obligations other than those *already* accrued. I ask you contact me by phone or in person before you make such a decision without prior discussion.
4. You have the right to review your records in your file at anytime.
5. You have the right to expect that I will maintain professional and ethical boundaries by not entering into other personal, financial, or professional relationships with you, all of which would greatly compromise our work together.
6. Therapy involves a partnership between therapist and client. As your therapist, I will contribute knowledge, skills and a willingness to do my best.

Client's Initial's \_\_\_\_\_



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One of the most important rights involves confidentiality: within the limits of the law, information revealed by you during therapy will be kept strictly confidential and will not be revealed to any other person or agency without your written permission. As your therapist, I am legally prohibited from revealing to another person that you are in therapy with me, nor can I reveal what you have said to me in any way that identifies you without your written permission. However, in the following instances, your right to confidentiality must be set aside as required by law or my professional standards.

**Limits of Confidentiality:**

- a) Instances of actual or suspected physical or sexual abuse, emotional cruelty, or neglect of a child or an elder or dependent adult must be reported to the appropriate protective services.
- b) If I have a reason to believe that a client poses an unavoidable and imminent danger of violence to another person, I may warn the intended victim and notify the proper authorities.
- c) If you, as a client, reveal a serious intent to harm yourself, I am ethically bound to do what I can to help maintain your safety, which may involve notifying others who may be of assistance.
- d) If a judge orders my testimony or, in the context of a legal proceeding, you raise your own psychological state as an issue, I may be required to release your confidential information to the court.

In all of the above cases, it is incumbent upon me to release only that information necessary to appropriately carry out my responsibilities. Your confidentiality still remains an *ethical priority*.

**Legal action:**

If legal actions occur in which I am requested or subpoenaed to provide testimony (such as a custody case), you will be responsible to pay me directly for my services for providing the following services: (a) the time spent preparing for the court, (b) the time spent for transportation to/from court, and (c) the time spent appearing in court. Charges for legal services will be billed at **\$ 200.00** per hour. This fee is NOT reimbursable by a Third Party Payer and is therefore the full legal responsibility of the client and/or the client's parent or legal guardian.

**Part III: The Therapeutic Process**

**Benefits and Risks of Therapy:**

Psychotherapy is a process in which you and I discuss a variety of issues, events and experiences for the purpose of creating positive change so you can experience your life more fully. Participating in therapy may result in a number of benefits to you, including, but not limited to, reduced stress and anxiety, a decrease in negative thoughts and self-sabotaging behaviors, improved interpersonal relationships, increased comfort in social, work, and family settings, increased capacity for intimacy, and increased self-confidence. There is no guarantee that therapy will yield any or all of the benefits listed above.

Participating in therapy may also involve some discomfort, including remembering and discussing unpleasant events, feelings and experiences. The process may evoke strong feelings of sadness, anger, fear, etc. The issues presented by you may result in unintended outcomes, including changes in personal relationships. During the therapeutic process, many clients find that they feel worse before they feel better. This is generally a normal course of events. Personal growth and change may be easy and swift at times, but may also be slow and frustrating. Please address any concerns you have regarding your progress in therapy with me.



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Play Therapy is a process that often takes several sessions to elicit benefit for a child. Children must gain trust in their therapist in order to work through sensitive issues. Please allow time for this happen. Please note that sometimes children's behavior at home and school may worsen a little as they work through tough issues in therapy. This is a normal reaction to coping with stress and as the child sorts through and makes sense of their feelings, gains validation and coping skills, their behavior in other settings should also improve. It also takes several sessions to identify themes present in a child's play. I advise parents to expect that short-term play therapy may average 6-8 sessions.

**Appointments:**

Your appointment time is reserved especially for you. Therapy sessions are normally 50 minutes. Cancellations must be made 24 hours in advance; otherwise, you are responsible for the full session fee. Regular attendance is recommended to insure continuity and to enhance the effectiveness of the therapy.

**Telephone Accessibility:**

I monitor my messages frequently and will make every effort to return your call within 24 hours of when you make it. If you are difficult to reach, please leave some times when you will be available. Should you have a true clinical emergency that requires immediate attention or action, you will need to call 911 or go to the nearest emergency room.

**E-Mail, Cell Phones, Computers and Faxes:**

It is very important to be aware that computers, E-mail and cell phone communication can be relatively easily accessed by unauthorized people and, hence, can compromise the privacy and confidentiality of such communication. E-mails in particular are vulnerable to such unauthorized access due to the fact that servers have unlimited and direct access to all e-mails that go through them. Additionally, the emails sent by myself are not encrypted. Faxes can easily be sent erroneously to the wrong address. I only use computers that are equipped with a firewall, a virus protection and a password. *Please do not use e-mail or faxes for emergencies.*

**Records and Administrative Services:**

I may take notes during session and will also produce other notes and records regarding treatment. These notes constitute my clinical and business records, which by law, I am required to maintain. Should you request a copy of my records, such a request must be made in writing. I reserve the right under Utah law, to provide you with a treatment summary in lieu of actual records. I also reserve the right to refuse to produce a copy of the record under certain circumstances, but may, as requested, provide a copy of the record to another treating health care provider. I will maintain client's records for seven years following termination of therapy. If a client is a minor, records will be maintained for ten years after minor's eighteenth birthday. However, after 7-10 years, your records may be destroyed in a manner that preserves your confidentiality.

**Professional Fees and Payments:**

We will discuss and establish our fee at the outset of treatment, and any fee change will be negotiated in good faith. Payment is expected at the beginning of each session unless we have agreed otherwise or I have obtained permission to bill an *LDS Bishop* on your behalf. Balances more than 120 days overdue may be subject to collection through the use of a collection agency. However, I will first attempt to make other arrangements with you as needed. In general, it is important to discuss with me any issues that arise in connection with our financial arrangements, so that they do not hinder our working relationship

I do not charge for telephone *consultations* that are less than 10 minutes. Consultations of greater length will be pro-rated based on your hourly fee. Should it become apparent that additional sessions are indicated, we will increase the number of weekly sessions as needed.



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Health Insurance Claims:

You are responsible for your bill and for recovering the insurance reimbursement. Upon request, I can supply you with a receipt for each visit for proof of payment. I do not bill insurance companies and do not accept insurance deductibles and co-payments. You are responsible for payment of all fees even if you plan to seek insurance reimbursement. As a service to you, I will provide you with a billing statement that you can provide to your insurance company and other third party payers.

- 1. I agree BY ENTERING into therapy with Tiffany Adams, LCSW to pay the full fee at each session. If I am late to a session, the length of the session may be shortened, and I agree to pay for a full session.

Table with 2 columns: Fee Structure, per hour. Rows include Therapeutic hour (50 min), Individuals (Child/Adult) \$ 90.00, and Assessment (Child/Adult) \$ 130.00.

- 2. A 24 - hour notice is required for cancellation of a scheduled session. If I do not meet this requirement, I agree to pay the full session fee. I understand that this will be my responsibility, not that of the third-party payer.
3. I understand that the therapist has the right to seek legal recourse to recoup any unpaid balance. In pursuing these measures, the therapist will only disclose biographical information and the amount owed, in order to ensure confidentiality.
4. I understand that I may pay for my sessions using a major credit card through the therapist's website and the services of Pay Pal. I may also pay using personal check or cash at the time of service.

CONSENT FOR SERVICES

Thank you for reviewing this information and please feel free to discuss any of this information with me. My/Our signature(s) on this disclosure statement indicates I/We have read and understood the conditions of the consultation services outlined. I/We have had the opportunity to clarify any questions and agree to the terms described above before receiving services. I/We have been provided with a copy of this disclosure statement.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Therapist Signature \_\_\_\_\_ Date \_\_\_\_\_

Client's Initial's \_\_\_\_\_



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Dear Client,

As your therapist, I prefer not to discuss money or payment during session, unless payment is or becomes a therapeutic issue.

Please use the following **Credit Card Authorization** document to indicate the form of payment you wish to use for any services rendered through this practice. In case of late cancellations and/no shows for scheduled sessions, or if a check is returned unpaid, you will be charged the full session fee. An additional \$25 is assessed for returned checks.

This will allow me to process payment outside of my time with you, that way I do not have to disturb you during session. This form will be securely stored in your clinical file and may be updated upon request at any time.

***Forms of Payment:***

The following forms of payment are accepted through this practice: Cash, Personal Checks and the following credit or debit cards: Visa, MasterCard and Discover.

***Monthly Statements:***

Several of my clients are using their out-of-network insurance benefits to pay for therapy. At your request, you will receive an insurance-ready statement. If you are seeking reimbursement from a healthcare plan privately, you may use this statement to do so.

Please feel free to discuss any billing matters during your next visit.

Sincerely,

Tiffany Adams, LCSW



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Credit Card Authorization Form

I, \_\_\_\_\_, am authorizing Tiffany Adams, LCSW to use my credit card information to charge my credit card in the event that I do not notify her of my inability to attend a scheduled therapy appointment, do not cancel my appointment at least 24 hours in advance, or a check is returned for any reason as agreed to in the Appointment and Professional Fees/Payment Arrangement policies stated in the signed Client Agreement and Therapeutic Policies Form that I have reviewed and signed.

Card Type (circle one): Visa MasterCard Discover Amex

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as Printed on Card: \_\_\_\_\_

Verification/Security Code (3 digit code on back of card by signature line): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below I am authorizing Tiffany Adams, LCSW to charge for scheduled appointments, no-shows, and late cancellations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_