

Please print and complete the following form and bring to the first session.

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Outpatient Services Agreement

Welcome to my practice. The following contains important information about my professional services and business policies. Please read it carefully and feel free to bring up any questions or comments for us to discuss. If you agree to continue psychotherapy services after the first visit, I will ask you to sign this agreement between us.

Psychotherapy Services:

Psychotherapy services provide the client with the opportunity to address concerns, feelings or problems that cause distress. I will pay close attention to what your goals are for psychotherapy. As one approach does not fit all people, I will tailor interventions to your needs. In order for the therapy to be most successful, both client and therapist must work closely together. This means that you will take an active part in working on the issues we talk about both during the sessions and at home.

Psychotherapy can have benefits and risks. On the benefit side, psychotherapy often has benefits for people in that it leads to better solutions and sense of well-being. Ultimately, a reduction in feelings of distress is achieved. On the other hand, since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration. This is all part of the helping process.

The first few sessions will involve an assessment of your needs. I will then be able to offer you some first impressions of what our work will include. Together, we will develop a treatment plan that will lead to reaching your goals for psychotherapy. Therapy involves a commitment of time, money and energy. You need to be willing to make that commitment. It is also important that you feel comfortable with me. During the evaluation period, we can both decide if I am the best person to provide the services you need.

Appointments:

If you decide to continue with me, psychotherapy sessions are usually scheduled on a once per week basis for 45 -50 minutes. Maintaining continuity in therapy is important. Cancellations should not happen often. Once an appointment time is scheduled, I will charge the entire fee for the session (not just the co-payment) if I do not receive a 24 hour cancellation notice from you. However, if there are any instances where cancellations are clearly beyond your control, we will

arrive at a mutually fair outcome. Wherever possible, I will try to find another time to reschedule the cancelled appointment.

Billing and Payments:

If you do not have insurance, we will arrive at a fair fee for services. If you have insurance, I collect the weekly co-payment at the time of each session.

Letters to Third Parties:

I do not typically write letters requested by the client to third parties unless the client has been in therapy with me for at least three months.

Contacting Me:

I usually do not answer the phone when I am with a client, but I do often check for messages on my phone. I will return your call as soon as possible, unless it is an emergency, in which case I will answer your call more promptly. When I am away on vacation, a colleague of mine will cover my practice during my absence.

Minors:

If you are a parent or guardian seeking treatment for your child/adolescent, I generally work closely with family members on behalf of the child in treatment. I will periodically meet with you in order to help you better understand your child and to achieve the treatment goals. It is important that the child/adolescent gain a feeling of trust in the therapist. Information discussed between your child and I is confidential. However, I will do my best to help your child communicate issues of concern with you. If there is any question of danger to your child, to either self or others, confidentiality is no longer honored. This will be explained to your child.

Confidentiality:

In general, the privacy of all communication between a client and a psychotherapist is protected by law and I can only release information about our work to others with your written permission. There are a few exceptions:

- A judge may order my records if he or she determines that issues demand it.
- If I have good reason to believe that you will harm another person, I must attempt to inform that person and warn them of your intentions. I must also contact the police and ask them to protect the intended victim.
- If I have good reason to believe that you are abusing or neglecting a child or vulnerable adult, or if you give me information about someone else who is doing this, I must inform the appropriate agency.
- If I believe that you are in imminent danger of harming yourself, I will contact family members and/or the police. My first responsibility in this case is to protect you from harm.

