####  Lauren Capozzi, LMFT

Practice Policies

In order to answer questions that are frequently asked by clients regarding fees, confidentiality, services, etc., I have developed these policy statements for your information. I value you as a client and want you to be informed.

# Fee Policy

 I am committed to offering the highest quality, professional counseling services. My fee for family/couple session and EMDR sessions is $135 per clinical hour (50-55 min.) At the current time I accept BCBS insurance plans. I can provide you with a document that has all needed information for you to submit to your insurance company on your own. Due to limited time in the office spent on administration task, I am not able to file to your insurance on your behalf. IF for some reason your insurance denies a claim, you are responsible for paying the claim in full. I request that cancellations be made 48 hours in advance; otherwise, you will have to pay a fee of $85 that will be charged to your card on file before the next session. All cancellations need to be made via phone. Inpatient visits, or significant telephone counseling, etc. are based on the same fee you would pay for an in-office visit in addition to transportation expenses. In the case that I would be subpoenaed to court, or involved in any legal matter, the client will be charged a fee of $200/hr. (this includes note taking, phone calls, writing case summaries, time in court, etc).

Initials\_\_\_\_\_\_\_

# Confidentiality

 Professional ethics and Massachusetts State law indicates that confidential information is controlled by the client. This means that, as a general rule, information shared in sessions with a counselor will be held in confidence.

 There are two exceptions to this general rule, however. In the case of an emergency where the counselor believes the client is at risk of hurting himself/herself or another person, the counselor may breach the requirement of confidentiality. Secondly, Massachusetts’s law requires that child abuse in any form be reported to the Department of Human Services or other authority such as a Juvenile Judge.

When working with minors, I will not share the content of the sessions with parents/guardians, unless the content must be shared for safety reasons or if my therapist judgment warrants sharing content for the welfare and health of the minor. I will discuss progress and treatment plan in general terms with parents/guardians. Parents/guardians are encouraged to be an active part of the counseling process; be prepared to be in session with your child at times and to have “homework assignments” for the family.

When working with minors, if the parents of the minor are in a legal separation or are divorced, a copy of the parenting plan must be given at the intake appointment. If the parents of the minor have legal joint custody, I must have the signatures of both parents before I will meet with the minor for any counseling sessions.

Initials\_\_\_\_\_\_\_

# Professional Services

 I am available for counseling appointments Tuesdays & Thursdays from 10am-6pm (subject to change). My email address is LaurencapozziLMFT@gmail.com. You can reach me at 781-523-5731 to schedule or reschedule a session. If you need immediate help, you may obtain assistance by calling the Crisis Help Line at 1-877-382-1609, the National Domestic Violence Hotline at (800) 799-7233, or by going to your local hospital emergency room. For a crisis with minors you can call the mobile crisis line at 866-791-9222.

I will be unable to respond to texts and emails in a timely manner, therefore do not text or email me when you are in a crisis and feeling suicidal, overwhelmed, or unsafe. Please call the crisis line or go to your nearest emergency room in these instances.

 In the case that I would be subpoenaed to court or involved in any legal matter, the client will be charged a fee of $200/hr. (this includes note taking, phone calls, writing case summaries, time in court, etc).

 If a client needs to request of Medical Records he/she will need to review the HIPAA policy provided. There is an additional fee of $200.00 for this service.

Initials\_\_\_\_\_\_\_

## Benefits and Risks of Counseling

 Persons contemplating counseling should realize that they may make significant changes in their lives. People often modify their emotions, attitudes, and behaviors. They may also make changes in their marriages or significant relationships, such as with parents, friends, children, relatives etc. They may change employment and begin to feel differently about themselves, and may change other aspects of their lives. While I will assist the client in effecting change, I cannot guarantee a specific outcome. Clients are ultimately responsible for their own growth.

**\*\*It is customary practice for me to close a client’s file after 30 days of no scheduling and/or contact with Lauren Capozzi\*\***

## Credentials

 I am a Licensed Marriage and Family Therapist in the state of TN and The commonwealth of MA. My TN license # 904 and MA licensure #1550. I am an Certified EMDR level 2 trained clinician in the process of becoming a Certified EMDR consultant.

* Do you have any questions about fees, confidentiality, or other matters? Yes\_\_\_\_ No\_\_\_\_
* Do you agree with the conditions and provisions of these Practice Policies? Yes\_\_\_\_ No\_\_\_\_
* I agree to the fee payment of $135 Yes\_\_\_\_ No \_\_\_\_\_ agreed upon fee\_\_\_\_\_ BCBS\_\_\_\_\_\_
* I agree to allow Lauren Capozzi work with my child(ren) as their counselor. Yes\_\_\_\_ No \_\_\_\_

Signature of Responsible Party(ies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_