

Allen Blair PsyD, LLC
3003 Minnesota Drive Suite 204
Anchorage AK, 99503
(907) 279-9270 Office
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Outpatient Services Contract

Welcome to my practice. This document contains important information about my professional services and business policies. Please read it carefully. We can discuss any questions you may have regarding this document. I will also provide you with a copy of this documentation for your future reference. When you sign this document, it will represent an agreement between us.

Psychological Services

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the therapist and the consumer and the particular problems you bring forward. There are many different methods I use to depending on you and the problems you hope to address. Psychology is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for therapy to be most successful, you will have to work on things we talk about both during sessions and between sessions.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have benefits for people who go through it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees of what you will experience.

Our first session will involve an evaluation of your needs. By the end of the evaluation, I will be able to offer you some first impressions of what our work will include and a treatment plan to follow, if you decide to continue with therapy. You should evaluate this information along with your own opinion of whether you feel comfortable working with me. Therapy involves a large commitment of time, money and energy, so you should be very careful about the therapist you select. If you have questions about my procedures, we should discuss them whenever they arise. If your doubt persists, I will be happy to help you set up a meeting with another mental health professional for a second opinion.

Meetings

I normally conduct an evaluation that will last 1 to 3 sessions. During this time, we can both decide whether I am the best person to provide the services you need in order to meet your treatment goals. If psychotherapy has begun, I will usually schedule one 50 minute session (one appointment hour of 50 minutes duration) per week at a time we agree on, although some sessions may be longer or more frequent. Once an appointment hour is scheduled, you will be expected to pay 1/2 of my hourly fee unless you provide 24 hours advance notice of cancellation unless we both agree you were unable to attend due to circumstances beyond your control. If it is possible, I will try to find another time to reschedule the appointment.

Professional Fees

My hourly fee is 160 dollars. In addition to weekly appointments, I charge this amount for other professional services you may need, though I will break down the hourly rate I work for periods of less than one hour. Other services including report writing, telephone conversations lasting more than 10 minutes, attending meetings, or consultations with other professionals which you have authorized, preparation of records or treatment summaries, or the time required to perform any other services which you may request of me. If you become involved in litigation which requires my participation, you will be expected to pay for professional time required even if I am compelled to testify for another party. Be aware that any participation in legal proceedings will be as a treating clinician. My fees for preparation and testimony for legal proceedings is 250 dollars per hour.

Billing and Payments

You will be expected to pay for each session at the time it is held, unless we agree otherwise or unless you have insurance coverage that requires another arrangement. Payment schedules for other professional services will be agreed to when they are requested.

If your account has not been paid for more than 60 days and arrangements for payment have not been agreed upon, I have the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small claims court. If such legal action is necessary, its costs will be included in the claim. In most collection situations, only the information I release regarding a consumer is his/her name, the nature of the service provided, and the amount due.

Insurance Reimbursement

In order for us to set realistic treatment goals and priorities, it is important to evaluate what resources you have available to pay for your treatment. If you have a health insurance policy, it will usually provide some coverage for mental health treatment. I will fill out forms and provide you with whatever assistance I can in helping you receive

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the benefits to which you are entitled; however, you are responsible for full payment of my fees. It is very important that you find out exactly what mental health services your insurance policy covers.

You should carefully read the section in your insurance coverage booklet that describes mental health services. If you have questions about your coverage, call your plan administrator. I will provide you with whatever information I can based on my experience and will be happy to help you in understanding the information you receive from your insurance company. If it is necessary to clear confusion, I will be willing to call the company on your behalf.

Due to the rising costs of health care, insurance benefits have increasingly become more complex. It is sometimes difficult to determine exactly how much mental health coverage is available. Managed health care plans such as HMOs and PPOs often require authorization before they provide reimbursement for mental health services. These plans are often limited to short-term treatment approaches designed to work out specific problems that interfere with a person's usual level of functioning. It may be necessary to seek approval for more therapy after a certain number of sessions. While a lot can be accomplished in short-term therapy some consumer's feel that they need more services after insurance benefits end. Some managed care plans will not allow me to provide services to you once your benefits end. If this is the case, I will do my best to find another provider who will help you continue your psychotherapy.

You should also be aware that most insurance companies require you to authorize me to provide them with a clinical diagnosis. Sometimes I have to provide additional clinical information such as treatment plans, or summaries or copies of the entire record (in rare cases). This information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep information confidential, I have no control over what they do with it once it is in their hands. In some cases, they may share this information with a national medical information databank. I will provide you with a copy of any report I submit if you request it.

Once we have all of the information about your insurance coverage, we will discuss what we can expect to accomplish with the benefits that are available and what will happen if they run out before you feel ready to end our sessions. It is important to remember that you always have the right to pay for my services yourself to avoid the problems described above unless prohibited by contract.

Contacting Me

I am often not immediately available by telephone. While I am usually in my office between 9 am and 5 pm, I probably will not answer the phone when I am with a client. When I am unavailable, my telephone is answered by voice mail that I monitor frequently. I can also be reached by email at ablairtherapy@gmail.com. I will make every effort to return your call on the same day you make it, with the exception of weekends and holidays. In emergencies you can reach me on my cell phone 250-3486. I do not text with clients with the exception of providing reminder texts for appointments. I will not participate in social media with clients. If you are unable to reach me and feel that you can not wait for me to return, please call the nearest emergency room and ask for the clinician, psychologist, or psychiatrist on call. If I will be unavailable for an extended period of time, I will provide you with the name of a colleague to contact if necessary.

Professional Records

The laws and standards of my profession require that I keep treatment records. You are entitled to receive a copy of your records, or I can prepare a summary for you instead. Because these professional records, they can be misinterpreted by and or upsetting to untrained readers. If you wish to see your records, I recommend that you review them in my presence so that we can discuss the context. Consumers will be charged an appropriate fee for any professional time spent in responding to information requests.

Minors

If you are under 18 years of age, please be aware that the law may provide your parents the right to examine your treatment records. It is my policy to request an agreement from parents that they agree to give up access to your records. If they agree, I will provide them only with general information about our work together, unless I feel there is a high risk that you will seriously harm yourself or someone else. I will use my professional judgment to determine high-risk behaviors. Examples of high-risk behavior including be addicted to alcohol or substances, riding in a vehicle with a driver who is under the influence of alcohol or substances or engaging in sexual behavior with unknown individuals or in unsafe situation. In this case I will notify them of my concern. Additionally I will also provide them with a summary of your treatment when it is complete. Before giving them any information, I will discuss the matter with you, if possible, and do my best to handle any objections you may have about what I am prepared to discuss.

In some cases I may need to communicate with your school, or doctor. I will obtain consent from you and your legal guardian prior to this communication. This communication would be to find out how things are going for you and to help coordinate care with teachers or your doctor. I will communicate with your doctor even if I do not have your permission if you are doing something that puts you at risk of serious and immediate physical/ medical harm.

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Confidentiality

In general, the law protects the privacy of all communications between a consumer and a therapist, and I can release information about our work to others only with your written permission. But there are a few exceptions which I have listed below.

In most legal proceedings, you have the right to prevent me from providing any information about your treatment. In some proceedings involving child custody and those in which your emotional condition is an important issue, a judge may order my testimony if he or she determines that the issue demands it.

There are some situations in which I am legally obligated to take action to protect others from harm, even if I have to reveal some information about a consumer's treatment. For example, if I suspect a child or elder is being abused, or domestic violence had occurred in a household where a child lives, state law dictates I must file a report with the appropriate state agency.

If I believe that a consumer is threatening to kill someone, I am required to take protective action. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the consumer. If the consumer threatens to kill him self/herself, I may be obligated to seek hospitalization for him or her or to contact family members or others who can help provide protection.

These situations rarely occur. If one of the above situations does occur, I will make every effort to fully discuss it with you before taking any action. I may occasionally find it helpful to consult other professionals about a case. During a consultation, I make every effort to avoid revealing the identity of my consumer. The consultant is also legally bound by to keep the information confidential.

While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns that you may have at our next meeting. I am happy to discuss these issues with you, however if you need more formal, legal advice regarding confidentiality please consult an attorney.

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Signature: _____ Date: _____

Printed Name: _____

If consumer is under 18, I / We consent that _____ may be treated as a client by Allen Blair MS, LPC/Intern

Signature of Guardian: _____ Date: _____

Signature of Minor: _____ Date: _____

Allen Blair PsyD, LPC Signature : _____ Date: _____