



Office Policies & General Information Agreement for Psychotherapy Services or Informed Consent for Therapy and Medication Management

This form provides you, the client, with information that is additional to that detailed in the [Notice of Privacy Practices](#) and it is subject to HIPAA preemptive analysis.

CONFIDENTIALITY: All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without your written permission except where disclosure is required by law.

WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW: Some of the circumstances where disclosure is required or may be required by law are: where there is a reasonable suspicion of child, dependent, or elder abuse or neglect; where a client presents a danger to self, to others, to property, or is gravely disabled due to psychiatric illness (or when a client's family members communicate to Mimir Psychiatry LLC that the client presents a danger to others); if a client threatens or attempts to commit suicide or otherwise conducts him/her self in a manner in which there is a substantial risk of incurring serious bodily harm; if a client threatens grave bodily harm or death to another person; if the therapist has a reasonable suspicion that a client or other named victim is the perpetrator, observer of, or actual victim of physical, emotional or sexual abuse of children under the age of 18 years; suspicions as stated above in the case of an elderly person who may be subjected to these abuses; if a court of law issues a legitimate subpoena for information stated on the subpoena; if a client is in therapy or being treated by order of a court of law, or if information is obtained for the purpose of rendering an expert's report to an attorney.

Disclosure may also be required pursuant to a legal proceeding by or against you. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by Mimir Psychiatry LLC.

EMERGENCY: If there is an emergency during therapy, or in the future after termination, where Mimir Psychiatry LLC becomes concerned about your personal safety, the possibility of you injuring someone else, or about you receiving proper psychiatric care, s/he will do whatever s/he can within the limits of the law, to prevent you from injuring yourself or others and to ensure that you receive the proper medical care. For this purpose, s/he may also contact the person whose name you have provided on the biographical sheet.

HEALTH INSURANCE & CONFIDENTIALITY OF RECORDS: Disclosure of confidential information may be required by your health insurance carrier or HMO/PPO/MCO/EAP in order to process the claims. If you so instruct Mimir Psychiatry LLC,

only the minimum necessary information will be communicated to the carrier. Mimir Psychiatry LLC has no control over, or knowledge of, what insurance companies do with the information s/he submits or who has access to this information. You must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk to confidentiality, privacy or to future capacity to obtain health or life insurance or even a job. The risk stems from the fact that mental health information is likely to be entered into big insurance companies' computers and may be reported to the National Medical Data Bank. Accessibility to companies' computers or to the National Medical Data Bank database is always in question as computers are inherently vulnerable to hacking and unauthorized access. Medical data has also been reported to have been legally accessed by law enforcement and other agencies, which also puts you in a vulnerable position.

LITIGATION: Sometimes patients become involved in litigation while they are in therapy or after therapy has been completed. Sometimes patients (or the opposing attorney, in a legal case) want the records disclosed to the legal system. Due to the nature of the psychotherapeutic process and the fact that it often involves making a full disclosure with regard to many matters, clients' records are generally confidential and private in nature. Patients should know that very serious consequences can result from disclosing therapy records to the legal system. Such disclosures may negatively affect the outcome of custody disputes or other legal matters and may negatively affect the therapeutic relationship. If you or the opposing attorney are considering requesting Mimir Psychiatry LLC's disclosure of the records, Mimir Psychiatry LLC will do his/her best to discuss with you the risks and benefits of doing so. As noted in this document, you have the right to review your own psychotherapy records anytime. (See also relevant section above: "WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW")

CONSULTATION: Mimir Psychiatry LLC consults regularly with other professionals regarding clients; however, each client's identity remains completely anonymous and confidentiality is fully maintained.

E-MAILS, CELL PHONES, TEXTS, COMPUTERS, AND FAXES: Computers at Mimir Psychiatry LLC makes every effort to encrypt e-mail, texts, and e-faxes communication. To protect the confidential information of clients, Mimir Psychiatry LLC's computer all have a firewall, the latest virus protection software and a password. If you choose to communicate with Mimir Psychiatry LLC using SMS/text messaging, you are advised to use personal email and SMS/MMS addresses rather than those associated with your work accounts, friends or family. Please do not use texts, e-mail, voice mail, or faxes for emergencies as they will not be accessed in a timely manner.

To communicate electronically with Mimir Psychiatry LLC please use a secure voice mail or the secure messaging service you were provided. Please make efforts to have your name within your voice mail as voice mails will not be left if there are no personal identifiers.

RECORDS AND YOUR RIGHT TO REVIEW THEM: Please note that clinically relevant information from emails, texts, and faxes are part of the clinical records. Unless otherwise agreed to be necessary, Mimir Psychiatry LLC retains clinical records only as long as is mandated by Connecticut law. If you have concerns regarding the treatment records, please discuss them with your prescriber. As a client, you have the right to review or receive a summary of your records at any time, except in limited legal or emergency circumstances or when Mimir Psychiatry LLC's assesses that releasing such information might be harmful in any way. In such a case, Mimir Psychiatry LLC will provide the records to an appropriate and legitimate mental health professional of your choice. Considering all of the above exclusions, if it is still appropriate, and upon your request, Mimir Psychiatry LLC will release information to any agency/person you specify unless Mimir Psychiatry LLC assesses that releasing such information might be harmful in any way.

TELEPHONE & EMERGENCY PROCEDURES: If you need to contact Mimir Psychiatry LLC between sessions, please leave a message at 203-751-4922 and your call will be returned as soon as possible. Mimir Psychiatry LLC checks his/her messages a few times during the week only, and less when the prescriber or therapist is out of town. If an emergency situation arises, indicate it clearly in your message and if you need to talk to someone right away call Psychiatric Emergency Services, 911, 211 or 988.

PAYMENTS & INSURANCE REIMBURSEMENT: Clients are expected to pay the co-pay or standard fee of \$200 for an intake or \$120.00 per follow up session at the end of each session. Telephone conversations, site visits, writing and reading of reports, consultation with other professionals, release of information, reading records, longer sessions, travel time, etc. will be charged at the same rate, unless indicated and agreed upon otherwise. Please notify Mimir Psychiatry LLC if any problems arise during the course of therapy regarding your ability to make timely payments. Should you wish to self pay, as was indicated in the section, *Health Insurance & Confidentiality of Records*, you must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk. Not all issues/conditions/problems, which are dealt with in psychiatry, are reimbursed by insurance companies. It is your responsibility to verify the specifics of your coverage. If your account is overdue (unpaid) and there is no written agreement on a payment plan, Mimir Psychiatry LLC can use legal or other means (courts, collection agencies, etc.) to obtain payment.

THE PROCESS OF THERAPY/EVALUATION AND SCOPE OF PRACTICE:

Participation in therapy can result in a number of benefits to you, including improving

interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Working toward these benefits, however, requires effort on your part. Therapy, medications, and follow ups requires your very active involvement, honesty, and openness in order to change your thoughts, feelings, and/or behavior. Mimir Psychiatry LLC will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. Sometimes more than one approach can be helpful in dealing with a certain situation. During evaluation or therapy, remembering or talking about unpleasant events, feelings, or thoughts can result in you experiencing considerable discomfort or strong feelings of anger, sadness, worry, fear, etc., or experiencing anxiety, depression, insomnia, etc. Mimir Psychiatry LLC may challenge some of your assumptions or perceptions or propose different ways of looking at, thinking about, or handling situations, which can cause you to feel very upset, angry, depressed, challenged, or disappointed. Attempting to resolve issues that brought you for therapy in the first place, such as personal or interpersonal relationships, may result in changes that were not originally intended. Therapy and medications may result in decisions about changing behaviors, employment, substance use, schooling, housing, or relationships. Sometimes a decision that is positive for one family member is viewed quite negatively by another family member. Change will sometimes be easy and swift, but more often it will be slow and sometimes frustrating. There is no guarantee that therapy will yield positive or intended results. During the course of therapy, Mimir Psychiatry LLC is likely to draw on various psychological approaches according, in part, to the problem that is being treated and his/her assessment of what will best benefit you. These approaches include, but are not limited to, behavioral, cognitive-behavioral, cognitive, psychodynamic, existential, system/family, developmental (adult, child, family), humanistic or psycho-educational.

TREATMENT PLANS: Within a reasonable period of time after the initiation of treatment, Mimir Psychiatry LLC will discuss with you his/her working understanding of the problem, treatment plan, therapeutic objectives, and his/her view of the possible outcomes of treatment. If you have any unanswered questions about any of the procedures used in the course of your therapy, their possible risks, Mimir Psychiatry LLC's expertise in employing them, or about the treatment plan, please ask and you will be answered fully. You also have the right to ask about other treatments for your condition and their risks and benefits.

TERMINATION: As set forth above, after the first couple of meetings, Mimir Psychiatry LLC will assess if he can be of benefit to you. Mimir Psychiatry LLC does not work with clients who, by a matter of opinion, he cannot help. In such a case, if appropriate, you will be given referrals that you can contact. If at any point during therapy Mimir Psychiatry LLC either assesses that is not effective in helping you reach the therapeutic goals or perceived you as non-compliant or non-responsive, and if you are available and/or it is possible and appropriate to do, a discussion regarding your termination of treatment and conduct pre-termination counseling. In such a case, if appropriate and/or necessary, he would give you a couple of referrals that may be

of help to you. If you request it and authorize it in writing, Mimir Psychiatry LLC will talk to the therapist of your choice in order to help with the transition. If at any time you want another professional's opinion or wish to consult with another therapist, Mimir Psychiatry LLC will give you a couple of referrals that you may want to contact, and with your written consent, will provide her or him with the essential information needed. You have the right to terminate therapy and communication at any time. If you choose to do so, upon your request and if appropriate and possible, Mimir Psychiatry LLC will provide you with names of other qualified professionals whose services you might prefer. Mimir Psychiatry LLC will terminate therapy after 2 sessions without you showing or cancelling without 48 hours of notice.

INTERNET SEARCHES: In principle, Mimir Psychiatry LLC does not use search engines to look up information about clients. In extreme situations that involve the wellbeing and safety of the client, such as when Mimir Psychiatry LLC has reasons to suspect that the client might be in a crisis or if the client has not shown up to sessions nor communicated about it, exceptions might be made. In these cases, searching the internet for pertinent information about the client or attempting to find alternative ways to contact the client might be necessary to ensure their welfare. These extraordinary incidents would be fully documented and discussed with the client when possible.

SOCIAL MEDIA POLICY: Mimir Psychiatry LLC takes issues of confidentiality and privacy, as well as healthy boundaries relating to the therapeutic relationship, very seriously. In order to protect the right of client and therapist for privacy, in order to safeguard the confidentiality of information shared between them, and in order to avoid confusion and maintain clear boundaries between client and therapist, (therapist's name) has chosen to follow these principles concerning the use of social media:

- Mimir Psychiatry LLC does not engage with clients in any way on social networking sites. For example, friend requests on Facebook will be denied and any communication on social platforms such as Messenger, will be ignored.
- Mimir Psychiatry LLC has an active social media and website as part of a professional practice, which aims to share updates and blog posts. You are more than welcome to visit the website and encouraged to do so to make appointments.
- The preferred method to contact (therapist name) between sessions is via email unless told otherwise. This is especially true when a client wishes to discuss therapeutic related issues.
- For brief pragmatic communications, such as rescheduling a session, clients may also use phone. To protect your information, please avoid using email to communicate matters related to the sessions. Likewise, sessions can be scheduled online through the website.
- Mimir Psychiatry LLC will not be able to see materials clients post on social media but if they wish to bring something relevant to the treatment or otherwise to the session, they are welcome to do so.

AUDIO OR VIDEO RECORDING: Unless otherwise agreed to by all parties beforehand, there shall be no audio or video recording of therapy sessions, phone calls, or any other services provided by Mimir Psychiatry LLC.

CANCELLATION: Since the scheduling of an appointment involves the reservation of time specifically for you, a minimum of 48 hours (2 days) notice is required for re-scheduling or canceling an appointment. Unless we reach a different agreement, \$80 will be charged for sessions missed without such notification. Most insurance companies do not reimburse for missed sessions.

MEDICATION MANAGEMENT: Mimir Psychiatry LLC is dedicated to providing quality, competent medication management care to patients compassionately with respect for human dignity and rights. Mimir Psychiatry LLC continues to study, apply and advance scientific knowledge to maintain a commitment to provided optimal and up-to-date treatment. However, it is important for clients to accurately and honestly report symptoms, the nature of their mental health condition, medication adherence, side-effects, and any other pertinent information for an accurate clinical assessment. Prior to medications prescriptions, you will be educated on the medication, targeted symptoms, and side effects. There may be times medications are unable to be started until proper labs are completed. Mimir Psychiatry LLC will order labs available but will also refer you to your Primary Care Provider for more specific treatments, labs, and orders. It is expected that you continually work on your physical health as well as your mental health. It may also be required for some medication prescriptions. Failing to obtain blood work ordered by Mimir Psychiatry LLC and/or follow up with Primary Care or a specialist may result in the discontinuation of your medication.

I have read the above Office Policies and General Information, Agreement for Psychotherapy Services or Informed Consent for Psychotherapy carefully; I understand them and agree to comply with them:

Patient Signature

Date