

Suzanne M Dunn, LICSW
1712 Eye Street, #510
Washington, DC 20006
(571) 882-9743

THERAPY AGREEMENT

Confidentiality

Confidentiality is very important in the therapeutic relationship and I will keep all information discussed in sessions, with exceptions noted below, private and confidential. *Only under the following conditions will I have to share information:*

- a.) If you sign a release of information for exchange of information with a third party.
- b.) A suspicion of child or elder abuse
- c.) Threats of serious harm to oneself or others.
- d.) A court of law subpoenas information for a legal proceeding.

Payment Policies

You are asked to notify me at least 24 hours in advance should you need to cancel an appointment. If not, fee for services will be charged. This means you will be charged your regular fee for any appointment you miss without giving advance notice. At times, I may attend meetings that directly relate to treatment, including coordinating treatment with other agencies (e.g. school conferences, case conferences). If you wish me to attend such meetings, you will be charged your regular hourly fee for the time I spend doing so. Payment is due when services are rendered. Your fee will be \$170 per session unless you meet criteria for scaled payments.

Communication

You can reach me by phone or by email whichever you prefer. You are also welcome to email me updates regarding yourself or your child between sessions, but please be aware that email is not completely secure or confidential. For this reason, I will not reply to your email with anything more than a confirmation of receipt and/or offer to set up a time to talk via phone or in person. If you choose to communicate with me by email, be aware that all emails are retained in the logs of your and my Internet service providers. Any emails I receive from you and any responses that I send to you become a part of your legal record.

Termination

Ending therapy properly is an important component of the therapeutic process. If you should decide to end therapy, adults should have at least one (1) final session, and in the case of teens and tweens at least three (3), to process the work and reason for ending. If for some reason you do not have an appointment for more than six (6) weeks, your case will be considered closed, though this does not prevent you from resuming services at any time.

Emergency Services

If you are experiencing a mental health emergency and you cannot reach me directly, you should contact the nearest emergency room, or call 911.

Consent

I have read and understand the above statements concerning therapy services with Suzanne M Dunn, LICSW. I further understand she does not provide direct emergency services. I have been informed about what steps to take if I cannot reach her directly in the case of an emergency. My signature below indicates that I give my informed consent to receive services as described above.

Signature of Client

Date

Signature of Client or Parent/Guardian (if applicable)

Date