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## **PRACTICE POLICIES**

**APPOINTMENTS AND CANCELLATIONS:** Please remember to cancel or reschedule **at least 24 hours in advance**. You will be responsible for the entire session fee if cancellation is less than 24 hours. This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time.

The standard meeting time for psychotherapy is 50 minutes. It is up to you, however, to determine the length of time of your sessions. Requests to change the 50-minute session needs to be discussed with the therapist in order for time to be scheduled in advance.

A \$10.00 service charge will be charged for any checks returned for any reason for special handling.

**TELEPHONE ACCESSIBILITY:** If you need to contact your provider between sessions, please call during office hours or leave a message on voice mail if they are unable to be reached. We are often not immediately available; however, we will attempt to return your call within 48 hours. We are not available to answer the phone outside of office hours. If an emergency situation arises, please call 911 or visit the local emergency room.

**ELECTRONIC COMMUNICATION:** We cannot ensure the confidentiality of any form of communication through electronic media, including email. If you prefer to communicate via email for issues regarding scheduling or cancellations, we will do so. While we will try to return messages in a timely manner, we cannot guarantee immediate response and request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies. If an emergency situation arises, please call 911 or visit the local emergency room.

**SOCIAL MEDIA AND TELECOMMUNICATION:** Due to the importance of your confidentiality and the importance of minimizing dual relationships, we do not accept friend or contact requests from current or former clients on any social networking site (Facebook, Instagram, etc). We believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up with your provider to talk more about it.

**MINORS:** If you are a minor, your parents may be legally entitled to some information about your therapy. We will discuss with you and your parents what information is appropriate for them to receive and which issues are more appropriately kept confidential.

**TERMINATION:** Ending relationships can be difficult. Therefore, it is important to have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment and if treatment goals are met. We may terminate treatment, after appropriate discussion with you and a termination process, if we determine that psychotherapy is not being effectively used or if you are in default on payment. We will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, we will provide you with a list of qualified psychotherapists to treat you. You may also choose someone on your own or from another referral source.

Should you fail to attend scheduled appointments for three consecutive sessions, unless other arrangements have been made in advance, for legal and ethical reasons, we must consider the professional relationship discontinued.

By signing below, I am agreeing that I have read, understood, and agree to the items contained in this document.

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Client or Legal Guardian Signature

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Date