

PAUL STOLTZFUS, Psy.D.
Clinical Psychologist

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Thank you for considering me as a resource at this time in your life. I trust that you will experience a professional approach within an atmosphere of warmth and sensitive concern.

Before we can begin, however, there are certain details which you will need to know about our professional and business standards. This letter will clarify those standards and ask you to document your agreement to abide by them. Please do not hesitate to ask for clarification on any of these expectations.

Confidentiality. I abide by the laws, regulations and ethical principles that govern privilege, confidentiality and your privacy consistent with the enclosed Notice of Privacy Policy, Oregon and Federal law.

Cancellation. Your scheduled time is reserved for you. If you know that you need to reschedule or cancel your appointment, please call 364-6093 and make arrangements to change it or cancel at the earliest possible time, no later than 24 hours in advance. Otherwise, you will be charged the half of the fee for that appointment if I am unable to reschedule someone else wishing to use that time. **INSURANCE COMPANIES DO NOT ABSORB COSTS INCURRED FOR THIS REASON.** Therefore, please keep track of your scheduled appointment.

The fee. The fee for the initial diagnostic interview is \$235. Subsequent individual therapy sessions are billed at the rate of \$160 per 45-50 minute session; family therapy sessions are billed at \$175 per session. If I have a contract with your health maintenance organization or insurance company, you may be entitled to a different rate than that specified above. You are ultimately responsible to know the terms of your health plan and what your co-payment is prior to your first session. Sometimes our staff can assist in clarifying these issues.

This rate also applies to diagnostic evaluations, report writing, consultations on your behalf (i.e. school consultations, staffing, evaluations, testing, collaborating with physicians, other therapists, family members, or attorneys), travel time for "out of office" services and telephone calls (which involve more than organizational or housekeeping issues such as making or changing appointment). In other words, you will be billed at the current rate for the time spent with you and on your behalf.

Evaluations for Legal Purposes. If you have need of an evaluation for psychological or legal purposes, the cost of the evaluation will be determined by the number of tests given, the time spent on the evaluation (figured at the rate of \$160 per 60-minute hour), and secretarial costs incurred. Expert witness evaluations are calculated at separate

rates which will be discussed on a case by case basis. I require that \$500 be initially paid at the time of the first interview for the evaluation. Full payment on the balance due for the evaluation is required before the report will be released to you or the person you designate. It has been our experience that insurance companies will not pay for evaluations generated for legal purposes.

Payment. Payment is expected at the conclusion of each appointment. Cash, checks or credit cards are options available to you. If you have insurance, please be aware of your coverage before you arrive, know what your co-payment will be, and make it with each visit.

Ethical Guidelines. It is my commitment to conduct my relationship with you according to the highest ethical and professional codes, as specified in the American Psychological Association Code of Ethics. Please be assured that I view the purpose of the therapist-client relationship to exist solely to enhance each client's welfare and achievement of identified therapeutic goals.

Accordingly, boundaries, both physical and emotional, will be respected at all times. Be assured that any contact you have with a professional such as a therapist or physician should be free of sexual contact, dating or sexual pressure. Any violations should be reported to the credentialing agency for that profession.

Please complete the enclosed Intake Form and Financial Agreement and bring both with you to your first appointment. Again, thank you for considering me as a helping resource.

Sincerely,

Paul Stoltzfus, PsyD
Clinical Psychologist

PS/pkr
Enclosures