

Therapy Agreement

Welcome to New England Center for Mental Health. This document contains important information about our professional services and patient care and payment policies. Please read it carefully and write down any questions you might have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between New England Center for Mental Health and you, if you are the patient, or with you as the legal guardian for your child, if he or she is the patient.

Therapeutic Services

Therapy or counseling is a working agreement between two parties in which each party has responsibility and expectations. New England Center for Mental Health therapists are interested in providing a safe and secure environment for you to open yourself up to personal change. To help create this safe and secure environment is the respect of your confidentiality, consistent with applicable federal and Massachusetts laws and professional standards.

In order for our treatment and therapy to have the best chance of effectiveness, you will need to be responsible for being as open and honest with your therapist as possible. At times this may be your greatest challenge in therapy. It is our pledge to encourage and honor the trust involved in your openness with us. If your therapist believes that you are not upholding your responsibilities, your therapist may choose to discontinue your therapy.

Further, New England Center for Mental Health may discontinue your treatment at any time should your therapist determine that your care presents a condition that requires the attention of a specialist, or if the therapist believes that they are not equipped to provide you with the necessary and adequate care. New England Center for Mental Health reserves the right to discontinue your treatment at any time during your course of therapy. Should a termination of treatment be necessary, New England Center for Mental Health will provide you with referrals and will abide by any applicable laws and professional standards associated with such events.

Meetings and Attendance

Your New England Center for Mental Health therapist normally will conduct an evaluation that will last from 1-2 sessions. During this time, you and your therapist can decide together if the therapist is the best professional to provide the services you need in order to meet your treatment goals.

Once an appointment hour is scheduled for you with your input and consent, please understand that it will be booked for 6 months in advance to take place every week at the agreed upon date and time. You will be expected to pay for each booked therapy session unless you and your therapist agree that you were unable to attend due to circumstances beyond your control. If it is possible, New England Center for Mental Health will try to find another time to reschedule the appointment in that week, free of charge. But, if you do not give us sufficient advance notice that you will not be able to make any appointment – which means at least one full day before your scheduled appointment -- New England Center for Mental Health reserves the right to charge you for the missed appointment.

Attendance is necessary for a true therapeutic process. Patient sessions are set up on a regular schedule because this is an important part of your treatment intervention. If you cancel your scheduled appointment without good cause even if you give us advance notice of more than one day, New England Center for Mental Health reserves the right to charge you for the missed appointment. A **\$75.00** charge for appointments cancelled without good cause would need to be paid *prior to* next regularly scheduled appointment in order to hold that appointment slot for you.

Billing, Payments and Fees

Another part of your responsibility necessary in order for your therapy to continue and thus have a chance of success is fulfilling your financial agreement established with New England Center for Mental Health. When or if circumstances make this impossible or a serious problem, we ask that you be straightforward with us about it as soon as possible, so that we can explore additional options available.

If your account has not been paid for more than 90 days and arrangements for payment have not been communicated and accepted by New England Center for Mental Health, New England Center for Mental Health reserves the right to send your overdue account for legal action. This may involve hiring a collection agency or going through smalls claims court. If such legal action is necessary, its costs will be assessed to you and included in the claim. In most collection situations, the only information we release regarding a patient's treatment is his/her name, the nature of services provided, and the amount due. If your account is sent to collections you will be discharged from the practice and your treatment will be immediately terminated and all booked appointments cancelled.

When it is time for treatment to discontinue, we ask that you participate in a final session designed for the specific purpose of terminating the treatment, evaluating its course, and projecting its benefits into your own future.

We hope by being clear and communicating our responsibilities and expectations that you and your New England Center for Mental Health will have a positive and successive relationship. Please indicate your understand and acceptance of these responsibilities and terms of your therapy by signing and dating this therapy agreement.

Patient, parent or guardian, or guarantor signature

Minor signature

Therapist signature