

Dear Patient:

Please read the following information about my private psychotherapy practice and let me know if you have any questions.

1. Private Practice Basics.

Working with a psychotherapist in a private psychotherapy practice is based on a minimum one time weekly meeting schedule. Some people choose to attend 2 or even as many as 5 weekly sessions. When your regular session time and date is set, that spot is reserved for you. There can usually be flexibility in scheduling, with changes allowable for both patient and therapist should that be called for by circumstances. But meeting at the same time and day, weekly, for one or more sessions as agreed, is the ideal. Please see the next paragraph.

2. Weekly Sessions.

Therapy is meant to offer meaningful insight, healing and change. These outcomes are best supported when both therapist and patient are keeping those goals in sight, and committing to working regularly and consistently. I want to develop a safe, mutually trusting therapeutic relationship with you, that allows you, the patient, to feel increasingly able to recognize and come to terms with whatever fears, inhibitions, and entrenched patterns are repetitively problematic for you. Even for those dealing with concerns that do not cause significant dysfunction, deep self-understanding and the ability to grow and change in significant, meaningful ways, requires effort and commitment, within the context of a mutually trusting relationship with the therapist.

3. Cancellations.

It is understood that scheduling can be complicated, and exceptions to the weekly requirement require flexibility. Please take into account: unlike medical practices, where doctors often see

patients in the space of 15 or 20 minutes, private practice involves the therapist seeing one patient at a time, typically in my practice for 50 minutes per session. Your regular meeting time cannot be filled in with someone else from a waiting list, or from a waiting room full of drop-in visitors, as would be the case in a medical practice. Instead, the payment plan is similar to college tuition: you pay for a certain course that meets weekly at a certain time - whether you attend class or not. In that case, you pay up front; in this case, a private psychotherapy practice, you pay for your reserved, weekly time (with the exceptions noted below) as long as you agree to continue your therapy.

Exceptions include

- 1) business travel when video or phone meetings are not possible,
- 2) planned vacations, and
- 3) the therapist's time off.

If for other reasons you do not attend your session, you are expected to be responsible for payment. There is no 24 hr. cancellation period. ***However: it is almost always possible to reschedule a missed appointment.***

4. Rescheduling.

I greatly prefer to reschedule patients for a different time, whenever possible, if they have to miss a session. When you let me know you are cancelling your session, or if you forget a session, you may let me know other times that week that you could come in. I will also offer whatever times I have available for a make-up session. You will pay only for the make-up session, not both for the missed session and the make-up.

Please familiarize yourself with this cancellation policy. All of the above can be discussed in

person. These few administrative expectations on the therapist's part, with a fair amount of flexibility thrown in, are put in place to make it optimally possible for me to give you my fullest attention and commitment as your therapist. Your commitment to deepening your self-knowledge, as well as your regular attendance and payment, is what is asked of you to make this a joint effort, and for you to get the most you can out of the process.

Sincerely,

Daniel Shaw LCSW