



Client Agreement Contract

Therapists at Bay Area Gestalt Institute (BAGI) are highly qualified and well trained MFT Interns. Therapists integrate and utilize contemporary perspectives on psychology for change and growth, and receive regular weekly supervision from licensed psychotherapists in the professional community.

Confidentiality

Information discussed during your therapy session is confidential. **Some exceptions to this rule are:**

- * In supervision and consultation with professional colleagues, your therapist may discuss your counseling sessions in order to review what is happening, and to give your work together appropriate attention. Your full name and other identifying information will be omitted from these discussions. Your meetings may be tape-recorded or video taped, also for the reasons noted above and for the purpose of supervision. Progress notes of your meetings will be entered into the confidential files of BAGI.
- * If the therapist learns that there exists serious threat to self and or others.
- * If there is evidence of, or reasonable suspicion of, child or elder abuse or neglect.
- * If there is a court order for the therapist to appear or produce client records.
- * If you are trying to get insurance reimbursement, some information may be given to your insurance company, after you sign the release of information portion of the form.

Cancellation Policy

For therapy to be most effective it is important to attend your appointments weekly. If you are unable to keep an appointment, please notify your therapist as soon as possible. If **24 hour notice** is not given (for any reason), you will be charged the full fee for the time reserved for you even if you opt to re-schedule.

Fees

Clients are expected to pay each week for their session. Payment may be made by check, cash, Visa, MasterCard or Health Savings Account. There is a **\$30 per check service charge for returned checks.**

Session Length of Time

Therapy sessions are **50 minutes** in length.

Insurance

A growing number of insurance companies reimburse for psychotherapy. Our therapists are registered interns (working under the supervision of licensed professionals) or licensed practitioners. You will need to make a specific inquiry to your insurance company to be certain you are covered. You are expected to pay at the time of your visit, and will be held responsible for all payment of fees for your therapy. We will draw up a monthly bill for you with required information so that you can submit a claim to your insurance company. Your insurance company may then reimburse you directly.

In agreeing to be a client at BAGI, I understand that my therapist will discuss my counseling meetings with supervisors and professional colleagues, tape record or video meetings and enter progress notes into the BAGI confidential files.

Client Signature: _____ Date: _____

Client's Name: _____

Therapist Name: _____

Signature of Legal Guardian if Client is a Minor: _____