

**Dr. Dina Friedman**

**1810 Michael Faraday Drive**

**Reston, VA 20190**

## **GENERAL INFORMATION FOR PRIVATE PRACTICE CLIENTS**

*The purpose of this memo is to spell out the procedures and policies governing my private practice. Please read it with the understanding that I have tried to set forth a clear structure in order to increase your comfort level and avoid future misunderstandings. PLEASE KEEP THIS MEMO FOR FUTURE REFERENCE.*

**1) INITIAL CONSULTATION:** Our first appointment is scheduled for you to discuss your concerns and problems from your point of view. During this appointment some basic background information will be obtained. As part of this initial visit you will be asked to complete at least one questionnaire which will allow me to get a general view of your history and areas of concern. In times of crises the usual format of this visit is not followed and we will focus on the immediate crisis.

**2) APPOINTMENTS:** My services are by appointment only. The length and frequency of sessions varies on the basis of services provided. The most suitable treatment for you is determined by the extent and severity of your problems. Long standing difficulties rooted in childhood trauma often seriously impact a person's every day life and may require more frequent meetings. Individual therapy is generally scheduled for 50 minutes and group sessions are usually one hour and 15 minutes.

**3) ATTENDANCE/CANCELLATIONS:** Please keep in mind that ongoing psychotherapy requires regular attendance at the agreed upon frequency. While phone sessions are discouraged, arrangements can be made in special circumstances. Brief phone calls are not charged, however, clinical hour sessions will be charged the full per-session fee. Because appointment times are reserved for you, it is important to provide at least 24 hours of notice if you need to cancel a session. If such notice is not provided, we can try to reschedule at a mutually convenient time. However, if that cannot be arranged, you will be charged for the session.

**4) MESSAGES:** Due to the nature of my work, most calls are answered by voice mail. I check my messages several times during the day and am able to return most calls the same day. If we anticipate that greater availability is necessary, special arrangements can be made for additional therapeutic services. Coverage by another therapist will be provided in my extended absence. If you are dealing with an emergency and cannot reach me, please go to your local emergency room.

**5) PATIENT RIGHTS:** Patients are assured of confidentiality which is protected by both professional ethical practices and by Maryland law. Your rights to privacy and confidentiality are explained in detail in the "**Notice**" accompanying this packet. Please read them carefully to familiarize yourself with your rights as well as exceptions to confidentiality.

**6) FEES:** My per-session fee is **\$140**. Patients are responsible for their own fees and payment is expected at the time of each session. If you have a health insurance plan you may be reimbursed by your insurance company. Upon your request I will provide you with a monthly bill to submit to your insurance company for reimbursement. I will notify you of any changes in fees (usually at the time of a new year).

7) **TERMINATION**: Entering, staying and leaving therapy is completely voluntary. You are free to terminate at any time you wish. However, you may have the impulse to terminate prematurely when facing emotionally difficult issues. Abrupt endings, especially when feeling angry, misunderstood or suddenly cured is usually an attempt to avoid emotional conflicts. Should this reaction occur, the best way to handle it is to examine the feelings and circumstances involved together in session. These kinds of reactions and analytic explorations give us the opportunity to identify important emotional blocks that have probably stood in the way for a long time. Bringing the therapeutic process to a close appropriately is an important part of treatment and is most effective when it is planned and discussed in session.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THE ABOVE STATED POLICIES  
PLEASE FEEL FREE TO DISCUSS THEM WITH ME.**