

Confidentiality Form

Instructions: Therapy guidelines and confidentiality issues must be established and understood. Confidentiality is paramount to therapist and client. Please sign, and Fax this form to Dr. Fine at +972-4-811-2778 or from America 011-972-4-811-2778, 24 hrs prior to beginning therapy.

GUIDELINES FOR INDIVIDUAL, COUPLE AND FAMILY COUNSELING

Counseling and psychotherapy occur within a human relationship which is close and intimate, and yet which also needs to be professional in order to be therapeutic. I have found that keeping professional boundaries clear will help to facilitate your therapy. To optimize the therapeutic relationship I have developed the following guidelines for all of my clients.

APPOINTMENTS

I ask your cooperation in making and keeping your appointments.

- When, after the initial consultations, you decide to engage in ongoing psychotherapy, I will negotiate an appointment time with you which will allow you to have your sessions on the same day and hour of each week. This time will be reserved exclusively for you.
- I expect you to be responsible for making and keeping your appointments. Your appointment begins and ends at a specific time. Any lateness will shorten your session accordingly, unless it is my lateness in which case I will give you your full session. Should YOU CANCEL OR POSTPONE YOUR APPOINTMENT WITHOUT A TWENTY-FOUR (24) HOUR NOTIFICATION, YOU WILL BE CHARGED THE FULL FEE. This is inclusive of all circumstances except extreme emergencies. The fee for cancelled appointments is payable prior to your next scheduled appointment.
- *Should I be able to fill your cancelled hour, you will not be charged.*

- Individual, couple and family sessions are within a given amount of time, depending on the length of your session. Many clients have the tendency to avoid bringing up serious and complex problems until their sessions are almost over. You will do better for yourself if you bring up such problems at the beginning of the hour, not just before its end. Your sessions will end at the appointed time unless I am late in starting in which case you will have your full time allotment.
- Should you require additional sessions other than your normally scheduled ones, please ask me. I will do my best to schedule the extra appointment for you.

FEES

In this day and economy, money is a tremendous issue for all people. The therapeutic relationship is an important place to learn how to deal with financial obligations responsibly and successfully. I believe that the following guidelines will facilitate this goal.

I expect you to pay for your session 48 hrs prior to the time of your session. I also expect you to pay your full fee. Payments may be paid in advance via the internet through PayPal. If you would like a receipted bill for tax purposes, please ask for it.

INSURANCE

I do not accept insurance or any third party payment. You will be responsible for your fee. If you have insurance they will reimburse you. Note: insurance companies will not reimburse you until you have paid your annual deductible fee. You are responsible for filling out your own insurance forms. I will supply you with the necessary statements. You may submit these to your insurance company.

CONFIDENTIALITY

You understand that I am providing Individual, Couple and Family Counseling. You understand that whatever transpires between you and your therapist is confidential. Professional guidelines require all information given in individual and/or conjoint therapy sessions will be held in confidence and not discussed or written about outside of sessions.

When there is a couple being treated, confidentiality takes on another aspect. Any information given in the individual sessions will be held in confidence from the partner; unless the information in the individual session needs to be openly discussed in couple's sessions. If there are some 'sensitive issues,' the reasons will be discussed with me and I will ask your permission before speaking about this in the joint session.

For several reasons, it is better to have the individual sessions fully confidential. Anything that is said in an individual session will not be talked about or paraphrased outside of that session without the expressed permission of the client. No information will be released unless you authorize such a release. Also I have found that keeping the information and insights to oneself, have a deeper effect.

I have read the above and I consent, agree and authorize that psychotherapeutic services be rendered to me.

Jeffrey L. Fine, Ph.D.

Client

Date

Date