Welcome to the Psychological Service Center. We are committed to providing prompt, courteous, confidential and competent services.

**Description of the Psychological Service Center (PSC)**

The PSC provides psychotherapy and psychological assessment services. The staff consists of clinical psychologists who are faculty members of the Clinical Psychology Program and graduate students working on their doctoral degrees in the program. Graduate students are supervised at all times by the clinical faculty including adjunct faculty members. The services provided include individual psychotherapy, family psychotherapy, group psychotherapy, psychological consultations and psychological assessment.

In addition to the service functions, the PSC also has training and research missions. It serves as the primary training clinic for the doctoral Clinical Psychology Program. As a consequence, therapy session may be observed or recorded with your permission. This is done for the supervisory benefit of the therapist to aid him/her in providing you with an optimal therapeutic situation. This procedure is part of the training program for all doctoral students.

You may be asked to participate in ongoing research projects. Your written consent, however, is required for research participation.

We are concerned about maintaining confidentiality in all our procedures. All client materials will be considered confidential except under the following conditions: (1) when in the therapist's judgment you are determined to be dangerous to self or others; (2) when there is suspected child or elder abuse or neglect; (3) when client material is ordered to be released by the court as an essential part of a legal proceeding; and (4) during court ordered treatment. In the event there are two or more clients in therapy at one time (e.g. couples or family therapy) it is understood that no information about sessions involving more than one person can be released to others without the written consent of each party.

**Actual Cost of Services**
The actual cost of services provided is $85 per hour. You will never pay more than the $85 per hour for the services provided (time incurred by the staff member).

**Sliding Fee Schedule According to Your Income**
You will pay for the services provided according to a sliding fee schedule based on your income. The fee rises according to your income level. If your income is high enough, you will pay the actual cost of services.

**Payment of the Sliding Fee**
At the end of each session, you will pay for that session according to the sliding fee schedule. Please pay by check if at all possible. Billing procedures are also available.

**Health Insurance**
If you have health insurance and your fee is below the actual cost, we ask you to assign the payment to the PSC (you need to sign allowing this assignment on the insurance forms.) We will bill your insurance company the actual cost of the services ($85). When they pay the PSC for the services
provided (there is no guarantee that an insurance company will pay on a claim), we will assess whether the total the insurance company pays and what you have already paid exceeds the actual cost of services ($85). Any excess monies over the amount of $85.00 per hour will be reimbursed to you after your deductible had been paid.

If you have health insurance and your sliding fee is equal to the actual cost of services ($85), don't assign the payment to the PSC. We will send your insurance forms for you. Your deductible, however, must be met by fees paid to the PSC.

**How Services are Provided to You**

**Intake Session**
Your first session as a client will be an Intake Session. The Intake Worker will assess your presenting problem(s), take a brief history, assess any emergency or crisis issues, assess treatment issues, and deal with any pertinent issues and complicating factors. The Intake Worker also will discuss the forms you have completed before the Intake Session. A fee will be set according to the sliding fee schedule. Any fee reduction must have administrative approval and may require further documentation.

**Assignment of a Therapist**
A therapist will be assigned to work with you. The therapist will be calling you for an appointment time.

**Referrals or Waiting List**
If no therapists are immediately available, you will be referred to another agency or put on a waiting list for the next available therapist. It will be your choice.

**Attendance at Sessions/Drug and Alcohol**
You are responsible for attendance at all sessions. If you can't be present at a session, you must notify your therapist at least 24 hours in advance. A fee penalty may be assessed for non-notification. Clients who come to sessions under the influence of drugs or alcohol will not be seen.

**I HAVE READ AND UNDERSTAND) THE ABOVE MATERIAL**

____________________________________  __________________
Signature of Client                      Date

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