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PRACTICE POLICIES

Welcome to my office. Please read over the following information. If you have questions, feel free to ask.

FINANCES

At one time or another, nearly all relationships will face significant difficulties; however, few people budget for relationship counseling. The potential cost of lives that are broken, attorney fees, child support, and spousal support make the cost of counseling small in comparison-- especially when compared to the joy of a transformed relationship. If a relationship is not your struggle, then what is it worth to you to become less depressed and/or anxious or to be freed from your secret addiction which robs you of your joy and confidence? Now is the time to INVEST in making real change that can bring renewed hope and confidence in you.

Fees

1st Session The first session will last 1 hour in order to have time to review paperwork and also have a full session. Full counseling sessions are 45 minutes long. Anytime you are late, you will lose some of your session time, but we can work together for the remainder of the session. However, I must end on time so that I can start the next session promptly.

There will be a discussion concerning session fees. There are several payment options which will be explained to you:

- Pay each visit
- Advanced Payment Discount (up to 15% off)
- 3 Monthly Payments Discount (8% off)
- A Payment Plan

You can choose what works best for you. You can pay with:

- Credit Card—You will be asked for required credit card information which will be placed securely on file for future billing (even if you are paying by check or credit card). Payments made by credit card will appear on your credit card statement as being made to *Jan Martin Dunn*. Please consider who might have access to your statements before making payments by credit card.
- HSA card—If you are using a Health Savings Account (HSA) or Flexible Spending Account (FSA) payment card, please be aware that even if your payment goes through and is authorized at the time that your card is run, there is a possibility that your payment can later be denied. If that happens, you are responsible for ensuring that full payment is made by other means.
- Check-- A \$10.00 service charge will be charged for special handling of any checks returned for any reason.
- Cash

Insurance Clients Dr. Dunn is an out-of-network provider for insurance companies. If you want to use your insurance, you will pay full fee and be given a Superbill (invoice) to submit to your insurance company. Any reimbursement due to you will be sent directly to you.

Self-Pay Clients If you do not have insurance, or have high deductibles, or choose not to use your insurance, you are responsible for the cost of care. Payment is expected at the time of service.

Additional Charges Occasionally there are extra charges when ASSESSMENTS are given. You will be given advance notice. Not everyone takes every assessment.

- John Gottman Relationship Checkup
- Prepare-Enrich for Premarital and Marital Counseling
- SYMBIS for Premarital Counseling
- Beck Depression Inventory
- Beck Anxiety Inventory
- SASSI for Measuring Substance Usage
- Marital Satisfaction Inventory

Benefits of assessments are:

1. Assessments help the therapist learn much valuable information quickly and early in treatment, thus increasing relief for clients.
2. Assessments can help a therapist with diagnosis and better treatment planning.
3. Assessments sometimes help clients to learn more about themselves and other family members/spouse.
4. In the case of premarital counseling, assessments help a couple to become aware of areas that need more attention in their relationship as well as understanding their strengths.

MISSED APPOINTMENT POLICY

Please remember to cancel or reschedule 24 hours in advance. You will be responsible for the entire fee if cancellation is less than 24 hours. That is because you had a reservation with me and no one else could use that time. The charge will be applied to your credit card on file.

Appointments missed because of severely inclement weather will not be charged.

Third-party payers (insurance companies) do not pay for missed appointments.

It is very easy to cancel an appointment. Just call the voice mail number on my business card and website: 214.890.6637. It is a 24-hour number, so you can leave a message at any time. If you have a SimplePractice portal, you can go there to make/cancel/reschedule appointments.

TYPE OF SESSION

Face-to-Face

Phone Session Phone Sessions are good if you are out-of-town, sick, or need additional support.

Video Session Video sessions are a good alternative to Face-to-Face sessions for many reasons. Please inquire if you are interested.

SOCIAL MEDIA AND TELECOMMUNICATION

Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from current or former clients on any social networking sites (Facebook, LinkedIn, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet.

MINORS

If you are a minor, your parent(s) may be legally entitled to some information about your therapy. I will discuss with you and your parent(s) what information is appropriate for them to receive and which issues are more appropriately kept confidential.

TERMINATION

In therapy it is important to have a termination process in order to achieve some closure.

I may terminate treatment after appropriate discussion with you if I determine that the psychotherapy is not being effectively used or if I determine that you should be referred to someone in a specialty area for more treatment. I will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating.

It may be that after a period of time you would like to see a different therapist. If that happens, tell me and I will provide you with a list of qualified psychotherapists to treat you. You may also choose someone on your own or from another referral source.

Should you fail to schedule an appointment for four consecutive weeks, unless other arrangements have been made in advance, for legal and ethical reasons, I must consider the professional relationship to be closed. However, you can re-open it at any time.

FEES CONCERNING LEGAL ISSUES

If I am requested by you or subpoenaed by any attorney to testify in any court-related proceeding as a result of this therapeutic relationship, I will produce the requested information that I am required to do by law. I may be required to show the court my records and/or testify in court. You will be required to reimburse me in advance at a rate of \$360/hour (or double my current standard fee at that time) for:

Production of records	Preparation/review time concerning depositions
Preparation time for court	Waiting time for deposition
Waiting time at court	Travel time to/from depositions and court
Time in courtroom	Time in deposition

If my testimony is requested by another party, I will attempt to obtain payment from that party; however, the ultimate responsibility for payment is yours and you agree to pay all costs prior to or at the time of production.

Please understand that any messages you send to me, in any form (including text and email), are part of your record and subject to all the same laws and rights of access that any record is subject to. So I will keep emails and texts in secure storage.

An individual who wishes to file a complaint against a Licensed Marriage and Family Therapist (LMFT) or a Licensed Professional Counselor (LPC) may write to :

Complaints Management and Investigative Section
P.O. Box 141369, Austin, Texas 78714-1369

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.

Signature of
Client _____

Printed Name

Parent/Guardian Signature

Date

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