



## Coaching and Consultation Services

Office of Dr. Anita Remig, Consultant

www.remigbiofeed.com

NAME:

IF A MINOR, PARENT'S NAME:

ADDRESS:

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:

TELEPHONE-HOME:

WORK:

EMPLOYER'S NAME:

PRIMARY CARE PHYSICIAN'S NAME:

PERMISSION TO SPEAK WITH PCP:

NAME and phone of emergency contact person:

Our agreed upon fee for sessions is:

**I AGREE TO THE GUIDELINES LISTED. SIGN**

**HERE:** \_\_\_\_\_

Important Information: In an emergency, call 431-1900. All topical questions are held for time in sessions. If you would like to have a phone session, I require a retainer of \$100.00. I am out-of-town for a week every other week. During my time away, please leave a message. Given the constraints of travel, I will return your call as soon as I can. I work in forty-five (45) minute sessions. When we make an appointment, I promise to be here and you promise to meet me here. Please give me two day's notice (48 hours) for cancellations.

Consultation Services: My role is to provide services to you, which does **not** include psychotherapy, determining custody, being an advocate or serving as an expert witness. Consultation varies depending on the personality of the patient and the consultant. Consultation requires active effort. You will need to work on solutions to problems in session and at home. Consultation has benefits and risks. Risks may include feelings of sadness, guilt, anxiety or anger. This process may require talking about unpleasant aspects of your life. It brings benefits and can lead to reduced stress, better relationships and problem solving. There are no guarantees about what will happen.

Our first sessions will involve an evaluation of your needs. After that, I will offer you initial impressions and a plan. Please evaluate this information along with your own assessment about working with me. Consultation involves a commitment so you must select a consultant carefully. If you have questions about procedures, please ask. If you have concerns, please bring them up before difficulties arise. If you would work better with another consultant, I can help with referrals.

Meetings: My initial evaluation lasts 3 sessions. If consultation is initiated, we will schedule 45-minute sessions at mutually agreed upon times. Once this appointment is scheduled, you will be expected to pay for it unless you give me 48 -hour notice of cancellation or unless we both agree problems beyond your control came about.

Professional Fees: My fee for one session is \$100.00. In addition to appointments, it is my practice to charge this amount on a prorated basis for other professional services you may require such as report writing, telephone conversations, attendance at meetings or consultations with other professionals which you have authorized, preparation of records or treatment summaries or the time required to perform any other service. If you become involved in litigation, I will not be expected to provide those services.

Billing and Payment: You will be expected to pay for each session at the time it is held. If your account is more than 60 days in arrears, and suitable arrangements have not been agreed to, I have the option of using legal action to secure payment including collection agencies and small claims court. If legal action is necessary, the costs of that proceeding will be included in this claim. In most cases, the only information, which I release, about a patient's treatment would be the name, service and amount due.

In order for us to set realistic treatment goals, it is important to evaluate what resources are available to pay for your treatment

Professional Records: Both the law and ethics require that I keep records. You are entitled to have a copy of your records or request a summary. These are professional records and can be misunderstood. If you would like to see your records I recommend that we review them together. There is the usual fee of \$100.00 per hour to comply with record request preparation time. Couples or families have treatment records with more than one person's name on them. All couples and family members agree that treatment records will be released only with joint consent. In the event of a disagreement the records will not be released without a court order.

Minors: If you are under 18 years of age, please be aware that the law may provide your parents with the right to examine your treatment records. It is my policy to request an agreement from parents that they consent to give up access to your records. If they agree, I will provide them with only general information about our work together unless I believe there is a risk of harm to yourself or another person. If there is a risk of harm, I will notify your parents immediately. I will provide parents with a summary of treatment when it is complete but before hand I will discuss this with you and try to resolve any concerns that may arise.

Confidentiality: Laws protect confidentiality and I can release information only with written consent. There are a few exceptions. In judicial proceedings you have the right to prevent me from providing information about your treatment. In some circumstances the judge will require my testimony if it is determined that the case demands it. There are some instances where I am legally required to take action to protect others from harm, even if it requires revealing information about a patient's treatment. For example, if I believe that a child or elderly person is being abused, I must report this to a state agency.

If I believe a patient is threatening serious bodily harm to another person, I am required to take protective action may include notifying the victim, police or seeking hospitalization. If a patient threatens to harm him/herself I may be required to seek hospitalization for the patient or contact family or friends who can help. These occasions have arisen rarely in my practice and I will seek ways to discuss it fully before taking action. I may occasionally find it helpful to consult about a case with other professionals. I make every effort to conceal identities and the consultant is ethically bound to maintain confidentiality. Unless you object, I will not mention these consultations unless I feel it is important to our work together.

While this is a summary of exceptions to confidentiality, it should prove helpful in informing you of potential problems and encourage you to talk about any concerns. These are legal issues and given that I am not an attorney, you may want to seek formal legal consultation. If you request, I can provide you with relevant portions of applicable state laws. Your signature on the front page shows you agree to abide by these terms of our professional relationship.