

# Joanna Wise Bradman, LCSW

902 Carmel Avenue, Suite 2  
Albany, CA 94706  
Phone: 510-527-4064  
E-Mail: joannawiselcsw@yahoo.com  
Website: www.joannawise-bradmanlcsw.com

## Office Policies and General Information Agreement for Psychotherapy Services/Informed Consent for Psychotherapy

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**Confidentiality:** All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without your written permission except where disclosure is required by law.

When disclosure is required or may be required by law: Some of the circumstances where disclosure is required or may be required by law are: where there is a reasonable suspicion of child, dependent or elder abuse or neglect; where a client presents a danger to self, to others, to property, or is gravely disabled; or when a client's family members communicate to Joanna Wise Bradman, LCSW that the client presents a danger to others. Disclosure may also be required pursuant to a legal proceeding by or against you. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by Joanna Wise Bradman, LCSW. In couple and family therapy, or when different family members are seen individually, even over a period of time, confidentiality and privilege do not apply between the couple or among family members, unless otherwise agreed upon. Joanna Wise Bradman, LCSW will use her clinical judgment when revealing such information. Joanna Wise Bradman, LCSW will not release records to any outside party unless she is authorized to do so by all adult parties who were part of the family therapy, couple therapy or other treatment that involved more than one adult client.

**Emergency:** If there is an emergency during therapy, or in the future after termination, where Joanna Wise Bradman, LCSW becomes concerned about your personal safety, the possibility of you injuring someone else, or about you receiving proper psychiatric care, she will do whatever she can within the limits of the law, to prevent you from injuring yourself or others and to ensure that you receive the proper medical care. For this purpose, she may also contact the person whose name you have provided on the biographical sheet.

**Health Insurance and Confidentiality of Records:** Disclosure of confidential information may be required by your health insurance carrier or HMO/PPO/EAP in order to process the claims. If you so instruct Joanna Wise Bradman, LCSW, only the minimum necessary information will be communicated to the carrier. Joanna Wise Bradman, LCSW has no control over, or knowledge of, what insurance companies do with the information she submits or who has access to this information. You must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk to confidentiality, privacy or to future capacity to obtain health or life insurance or even a job. The risk stems from the fact that mental health information is likely to

be entered into big insurance companies' computers or to the National Medical Data Bank database. Accessibility to companies' computers or to the National Medical Data Bank database is always in question as computers are inherently vulnerable to hacking and unauthorized access. Medical data has also been reported to have been legally accessed by law enforcement and other agencies, which also puts you in a vulnerable position.

**Litigation Limitation:** Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, it is agreed that, should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you or your attorney (s), nor anyone else acting on your behalf will call on Joanna Wise Bradman, LCSW to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested unless otherwise agreed upon.

**Records and Your Right to Review Them:** Both the law and the standards of Joanna Wise Bradman, LCSW's profession require that she keep treatment records for at least 7 years. Unless otherwise agreed to be necessary, Joanna Wise Bradman, LCSW retains clinical records only as long as is mandated by the state of California's law. If you have concerns regarding the treatment records, please discuss them with Joanna Wise Bradman, LCSW. As a client, you have the right to review or receive a summary of your records at any time, except in limited legal or emergency circumstances, or when Joanna Wise Bradman, LCSW assesses that releasing such information might be harmful in any way. In such a case, Joanna Wise Bradman, LCSW will provide the records to an appropriate and legitimate mental health professional of your choice. Considering all of the above exclusions, if it is still appropriate, and upon your request, Joanna Wise Bradman, LCSW will release information to any agency/person you specify unless Joanna Wise Bradman, LCSW assesses that releasing such information might be harmful in any way. When more than one client is involved in treatment, such as in cases of couple and family therapy, Joanna Wise Bradman LCSW will release records only with signed authorizations from all the adults (or all those who can legally authorize such a release) involved in the treatment.

**Telephone and Emergency Procedures:** If you need to contact Joanna Wise Bradman, LCSW between sessions, please leave a message at her office phone: 510-527-4064 and your call will be returned as soon as possible. Joanna Wise Bradman, LCSW checks her messages a few times during the daytime only, unless she is out of town. If you have an urgent concern, please call her cell phone: 510-520-8996, which is also a confidential line. If an emergency situation arises, indicate it clearly in your message and if you need to talk to someone right away, call [1-800-309-2131](tel:1-800-309-2131) which is the Alameda County Crisis Line, serving Albany, California. You can also call the police: 911. Please do not use email or texting for emergencies. Joanna Wise Bradman, LCSW does not always check her email or cell phone texts.

**Payments and Insurance Reimbursement:** Clients are expected to pay the standard fee of \$200.00 per 50 minute session or prorated amount for different session length of time at the end of each session or at the end of the month unless other arrangements have been made. Telephone conversations, site visits, writing and reading of reports, consultation with other professionals, release of information, reading records, longer sessions, travel time, etc. will be charged at the same rate, unless indicated and agreed upon otherwise. Please notify Joanna Wise Bradman, LCSW if any problems arise during the course of therapy regarding your ability to make timely

payments. Clients who carry insurance should remember that professional services are rendered to the client and are the client's responsibility to pay if the insurance company does not reimburse. If your account is overdue (unpaid) and there is no written agreement on a payment plan, Joanna Wise Bradman, LCSW can use legal or other means (courts, collection agencies, etc.) to obtain payment.

**Cancellation:** Since the scheduling of an appointment involves the reservation of time specifically for you, a minimum of 48 hours (2 days) notice is required for re-scheduling or canceling an appointment. Unless we reach a different agreement, the full fee will be charged for sessions missed without such notification. Most insurance companies do not reimburse for missed sessions.

I have read the above Office Policies and General Information, Agreement and Consent for Psychotherapy carefully; I understand them and agree to comply with them.

Client's Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Client's Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Psychotherapist's Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_