

**emilyalthaus, PsyD**  
Licensed Clinical Psychologist

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**OUTPATIENT SERVICES CONTRACT/INFORMED CONSENT/DISCLOSURE FORM**

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Welcome. I am pleased to be working with you and hope that the following information will be helpful in making an informed decision regarding my services. If you have any questions at any time, please do not hesitate to ask.

**INFORMATION ABOUT MY LICENSE AND DEGREES:**

Licensed Clinical Psychologist, Colorado License #3002  
Psy.D in Clinical Psychology, Chicago School of Professional Psychology, 2004  
MA in Clinical Psychology, Chicago School of Professional Psychology, 2001  
BA, in Clinical Psychology and Human Communications, University of Denver, 1998

**PSYCHOTHERAPY SERVICES**

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the therapist and the client, and the particular problems you bring forward. There are many different methods I may use to deal with the problems that you hope to address. Psychotherapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for the therapy to be most successful, you will have to work on things we talk about both during our sessions and at home.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have benefits for people who go through it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees of what you will experience.

In a professional relationship, such as ours, sexual intimacy is never appropriate and should be reported to the grievance board. If you have any questions about my procedures, we should discuss them whenever they arise. If your doubts persist, I will be happy to help you set up a meeting with another mental health professional for a second opinion.

**EXPLANATION OF TYPES OF THERAPISTS AND LICENSES**

There are a variety of mental health practitioners that provide talk therapy. The following is an explanation of the various types and their regulatory requirements. A Licensed Clinical Social Worker, a Licensed Marriage and Family Therapist, and a Licensed Professional Counselor must hold a masters degree in their profession and have two years of post-masters supervision. A Licensed Psychologist must hold a doctorate degree in psychology and have one year of post-doctoral supervision. A Licensed Social Worker must hold a masters degree in social work. A Psychologist Candidate, a Marriage and Family Therapist Candidate, and a Licensed Professional Counselor Candidate must hold the necessary licensing degree and be in the process of completing the required supervision for licensure. A Certified Addiction Counselor I (CAC I) must be a high school graduate, and complete required training hours and 1000 hours of supervised experience. A CAC II must complete additional required training hours and 2,000 hours of supervised experience. A CAC III must have a bachelors degree in behavioral health, and complete additional required training hours and 2,000 hours of supervised experience. A Licensed Addiction Counselor must have a clinical masters degree and meet the CAC III requirements. A Registered Psychotherapist is registered with the State Board of Registered Psychotherapists, is not licensed or certified, and no degree, training or experience is required.

## **APPOINTMENTS AND CANCELLATIONS**

My services are by appointment only. Individual sessions are scheduled for 45 or 60 minutes and couples sessions are 60 minutes. I usually schedule weekly sessions at a regular time that we agree on. Because your appointment times are reserved for you, it is necessary to charge for appointments which are not cancelled 24 hours in advance, unless the absence is in fact due to circumstances that we would both define as an emergency. If you know that you will not be able to attend a scheduled appointment, I encourage you to reschedule whenever possible. You should be aware that insurance companies generally do not pay for missed or cancelled appointments. If 3 consecutive appointments are missed or 3 appointments are cancelled with less than 24 hours notice in a 6 month period, your treatment may be terminated.

## **PROFESSIONAL FEES AND PAYMENT**

Payment should be made at the time the session is held. My professional fees are \$170 for 45 minute sessions and \$200 for 60 minute sessions. We will discuss the time frame that seems best suited to you and your needs. Fees may be subject to change throughout our work together. Clients are responsible for the fee for services.

## **INSURANCE REIMBURSEMENT**

If you have a health insurance policy, it will usually provide some coverage for mental health treatment. If I am on the provider panel for your insurance policy, I will complete and file the appropriate forms necessary for payment. Otherwise, I will fill out forms and provide you with whatever assistance I can in helping you receive the benefits to which you are entitled; however, **you (not your insurance company) are responsible for full payment of my fees.** It is very important that you find out exactly what mental health services your insurance policy covers.

It is a good idea to call your insurance company as soon as possible to determine whether you will be covered. Also, if you choose to seek reimbursement from insurance providers for psychotherapy services, I encourage you to consider the implications in terms of confidentiality. A diagnosis is required for you to be reimbursed by insurance companies and becomes a part of your health record.

## **CONTACTING ME**

I am often not immediately available by telephone as I do not answer the phone when I am with a client. When I am unavailable, my telephone is answered by a voice mail system that I monitor frequently. I will make every effort to return your call on the same day you make it, with the exception of weekends and holidays. If you are difficult to reach, please inform me of some times when you will be available. Because I often retrieve messages remotely, it is important that you leave your phone number so that I can return your message promptly. If you are unable to reach me and feel that you can't wait for me to return your call, contact your family physician or the nearest emergency room and ask for the psychiatrist/psychologist on call. If I will be unavailable for an extended time, I will provide you with the name of a colleague to contact, if necessary.

## **PROFESSIONAL RECORDS**

The laws and standards of my profession require that I keep treatment records. You are entitled to receive a copy of your records unless I believe that seeing them would be emotionally damaging, in which case I will be happy to send them to a mental health professional of your choice. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. If you wish to see your records, I recommend that you review them in my presence so that we can discuss the contents. Clients will be charged an appropriate fee for any professional time spent in responding to information requests.

## **CONFIDENTIALITY**

All information regarding you, your care, and the fact that you are receiving care is confidential and is not released to anyone without your written consent. However, there are several exceptions where the law requires release of confidential information. In general terms, these exceptions include: 1) a situation of potential harm to yourself or others, 2) when the court demands records, 3) in cases of suspected child or elder abuse or neglect, and 4) if your insurance company requests your records.

These situations have rarely occurred in my practice. If a similar situation occurs, I will make every effort to fully discuss it with you before taking any action.

