

# Practice Policies and Acknowledgement of Informed Consent to Treatment Form

Melanie K. Stone Ph.D.  
Stone Ph.D., L.L.C.

## **Your Therapist:**

Melanie K. Stone Ph.D. is a licensed independent psychologist engaged in private practice providing mental health services.

## **Mental Health Services:**

The purpose of receiving mental health services is to help you better understand your situation, change your behavior, or move toward resolving your difficulties. Dr. Stone, using her training and experience in the field of human development, behavior, and change, will make observations about situations as well as recommendations for new ways to approach them. It will be important for you to examine your own feelings, thoughts and behaviors, and to try new approaches in order for positive change to occur. You may bring other family members to a therapy session if you feel this would be helpful or if this is recommended by Dr. Stone.

Mental health services have been shown to have a variety of benefits. Treatment may often lead to better relationships, solutions to specific problems, and significant reductions in feelings of distress. Since treatment often involves discussing unpleasant aspects of your life, you may initially experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. These feelings are often temporary and are likely to improve as you continue to work in therapy. There are no guarantees of what you will experience, as each person is unique in his or her response.

## **Appointments:**

Please contact Dr. Stone's office at (317)566-2810 to schedule appointments and to be informed of the cost of therapy sessions. Full payment is due at the end of each session. Cash, Check, Visa, MasterCard, American Express and Discover are accepted. There is a \$20 fee for returned checks.

If you are interested in obtaining reimbursement from your insurance company for your counseling sessions, Dr. Stone will be glad to provide you with the paperwork needed. You may elect not to use your insurance to protect your confidentiality and privacy.

## **Goals, Purposes, and Techniques:**

There may be alternative ways to effectively treat the problems you are experiencing. It is important for you to discuss any questions you may have regarding the treatment recommended by Dr. Stone and to have input into setting the goals of your therapy. As therapy progresses, these goals may change. You and Dr. Stone will jointly determine how to effect the changes you are seeking to make for yourself.

## **Cancellations:**

Please call to cancel or reschedule an appointment at least 24 hours in advance or you may be charged for the missed appointment.

**Confidentiality:**

The law protects the privacy of all communications between a client and therapist. In most situations, Dr. Stone can only release information about your treatment to others if you sign a written authorization form.

There are some situations where Dr. Stone is permitted or required to disclose information either with or without your consent or authorization. For example,

- If you are involved in a court proceeding and a request is made for information concerning your treatment, Dr. Stone cannot provide such information without your (or your legal representative's) written authorization, or a court order. If you are involved in or are contemplating litigation, you should consult with your attorney to determine whether a court would be likely to order your therapist to disclose information.
- If a government agency is requesting the information, Dr. Stone may be required to provide it.
- If you file a complaint or lawsuit against Dr. Stone, she may disclose relevant information about you in order to defend her practice.
- If you file a worker's compensation claim, Dr. Stone must, upon appropriate request, provide a copy of your records or a report of your treatment.

There are some situations in which Dr. Stone is legally obligated to take actions which she believes are necessary to attempt to protect others from harm. If such a situation arises, Dr. Stone will make every effort to discuss it with you before taking action and will limit disclosure to what is necessary.

- If Dr. Stone has reason to believe that a child or vulnerable adult is being neglected or abused, the law requires that the situation be reported to the appropriate state agency.
- If Dr. Stone believes you present a clear and substantial danger of harm to yourself and/or others she will take protective action. This may include contacting family members, seeking hospitalization for you, notifying potential victims, and notifying the police.

While this summary is designed to provide an overview of confidentiality and its limits, it is important that you read the [Notice of Policies and Practices to Protect the Privacy of your Health Information](#) and [Addendum](#) provided to you on Dr. Stone's website for more detailed explanations, and discuss with Dr. Stone any questions or concerns you may have.

**Email and Text Messaging:**

If I choose to contact Dr. Stone via email or text, I understand that these are not protected, confidential or reliable ways to communicate.

**After-Hours Emergencies:**

Private practitioners cannot assume responsibility for a person's day-to-day functioning, as can institutions (inpatient hospitals, mental health agencies). Dr. Stone refers clients to St. Vincent's Stress Center (338-4800) if more intensive crisis care is needed.

**Consent for Treatment:**

I have read and agree with these practice policies and consent voluntarily to services. I understand and agree that I will participate in the planning of my care and that I may stop such services at any time. I acknowledge that Dr. Stone can make no guarantee or warranty as to the results of these services.

I acknowledge that I have reviewed or have access to the [Notice of Policies and Practices to Protect the Privacy of your Health Information](#) and [Addendum](#) (HIPAA guidelines).

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Client Name

\_\_\_\_\_  
Client or Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Melanie K. Stone, Ph.D.

\_\_\_\_\_  
Date