

Dan Drake, MFT, LPCC, CSAT

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Welcome to my office. As a licensed Marriage and Family Therapist and a Licensed Professional Clinical Counselor I am governed by various laws and regulations and by the code of ethics of my profession. The Ethics Code requires that I make you aware of specific office policies and how these procedures may affect you. Please note that Dan Drake, Marriage and Family Therapist, a Professional Corporation is doing business as Dan Drake, MFT, LPCC.

Client Rights: Our relationship is strictly voluntary and you may leave the psychotherapy relationship any time you wish. Please keep in mind that ending relationships can be difficult and closure is very important when moving on. Given this, I request that you give at minimum two weeks notice so we can conclude with a healthy and positive note.

Limits of Confidentiality: Sessions between psychotherapist and client are strictly confidential, except under certain legally defined situations involving threats of harm to self or others, and situations of child abuse, elder abuse, or abuse of otherwise dependent individuals. In the case of danger to others, I am required by law to notify the police and to inform any intended victim(s). In the case of harm to self, I am ethically bound to inform the nearest relative, significant other, or to otherwise enlist methods to prevent harm to self or suicide. In instances of child abuse, elder abuse, or dependent abuse, I must notify the proper authorities.

Payment & Fees: It is customary to pay for sessions at the time of the session, unless otherwise arranged. Please have payment ready before the session begins. Payments must be in full. Fees are subject to increase. Acceptable forms of payment are cash, check, and credit card (Visa, Mastercard, Discover). Credit card charges will appear as "Professional Charges", or a variation of that, on your statement.

Insurance: I will be happy to sign any forms at your request or provide a monthly "superbill"/invoice for you to submit to your insurance provider. Please understand that your insurance is an arrangement made between your carrier and yourself with reimbursement coming to you whenever provided by your insurer.

Telephone Accessibility & Emergency Procedures: I will return calls during my scheduled business hours should you need to contact me between session. I cannot guarantee an immediate return call, although every effort will be made to return calls within a reasonable amount of time. If you have a therapeutic emergency and I am out of town or unreachable then contact the designated therapist that I will give you in advance of my time away. If it is a true, life-threatening emergency, call 911 for help. In the event of a phone call beyond 15 minutes you will be charged at a prorated rate of the hourly fee (i.e. a fee of \$150 per 50 minute session will warrant a \$50 fee if there is a phone session of 15-20 minutes).

Appointments & Cancellation Policy: Sessions are 50 minutes long, unless a fee and time are agreed on that supersedes that. Occasionally you may have to miss an appointment, please notify me as soon as possible, at least 24 hours in advance, so that I might fill the hour; if there is 24-hour notice, you will not be charged. This is necessary because a professional time commitment is set aside and held exclusively for you.

I have read, understood, and agreed to the conditions stated above:

Signature

Date

Signature of parent/guardian if client is a minor

Date