

**THIS NOTICE DESCRIBES APPOINTMENTS, SOCIAL MEDIA, CONSENT FOR AI TOOLS, AND TERMINATIONS. PLEASE REVIEW IT CAREFULLY.**

**APPOINTMENTS, CANCELLATIONS**

When we set an appointment, we're both committing to your care and progress. Attending therapy sessions regularly helps you get the most out of the experience. If you need to cancel, please notify me at least 24 hours in advance. This helps us both manage our time and gives others a chance to use the slot. I know that unexpected events like illness or childcare issues can arise. If that happens, please let me know, and we can explore alternative meeting times.

If you cancel with less than 24 hours' notice or fail to attend an appointment, a \$50 fee will be charged. This helps respect the time set aside for you and others. If you arrive more than 15 minutes late, we'll need to reschedule.

The standard psychotherapy session lasts 53 minutes per appointment, unless otherwise specified.

**INSURANCE AND PAYMENTS**

Payments are processed automatically through SimplePractice. Your credit card on file is charged at the end of each business day for your convenience. This includes late fees for missed appointments or late cancellations.

If using insurance, co-pays are processed the same day of service. Insurance claims can take up to 6 weeks to process. You may see two charges for your visit. One charge may appear several weeks after the other. One charge is for the copay. Another is for the deductible if it has not been met. If you have questions about your care, contact your insurance company. I can also connect you with my medical billing company for insurance-related questions.

If your insurance is denied due to a lack of medical necessity, clients are responsible for the full fee of our sessions.

**CONSENT FOR SIMPLEPRACTICE AND NOTETAKER (AI) TOOLS IN THERAPY SERVICES**

As a part of my commitment to providing efficient care, I utilize secure technology tools to support some of the administrative aspects of our work together. These tools will enable me to stay focused on you while notes are automatically generated, capturing details accurately and reducing errors. It creates a real-time written summary of each session as we talk. Your notes are always encrypted and stored securely, in compliance with HIPAA regulations. I am the only one who can see them, so your information stays private.

Clients can opt out of using NoteTaker at any time, and I can manually document our notes. This choice will not affect the level of care or the relationship we have established. I am

committed to providing the best support possible, regardless of the documentation method you prefer. Please share your thoughts with me in person or in writing if you would like me to manually document our therapeutic sessions.

Please refer to the "About SimplePractice NoteTaker " document for further information.

### **ELECTRONIC COMMUNICATION IN BETWEEN SESSIONS**

To contact me between sessions, use the secure Client Portal message. You can also text me, but please note that texting is not a secure method of communication. I will do my best to get back to you within 24 hours. For emergencies, call 911 or a local emergency room.

### **SOCIAL MEDIA AND PUBLIC ENCOUNTERS**

To protect confidentiality, I do not accept social media friend or contact requests from current or former clients. Adding clients as online contacts can harm privacy and our professional boundaries. Maintaining clear online boundaries helps preserve the integrity of our therapeutic alliance, ensuring that the privacy you have outside sessions supports the openness and trust we build within them.

If I see you in public, I will not acknowledge you to protect your privacy. You must start any interaction.

If you have any questions about this, please raise them during our meeting, and we can discuss them further.

### **TERMINATION AND DISCHARGE**

I may end treatment after discussion if therapy is not effective. I will discuss the reasons and the process before we conclude our work together.

If outpatient care is not appropriate or you require a therapy I do not offer, I may recommend a higher level of care. Upon completion of therapy, I will provide a referral list if requested; alternatively, you may choose to select another provider.

If you do not schedule an appointment for over three months without prior arrangements, our professional relationship will be discontinued for legal and ethical reasons, and your account will be placed on inactive status.

You may be discharged if you miss more than two appointments, do not follow the treatment plan, or have an unpaid balance beyond 30 days.

### **RIGHT TO WITHDRAW CONSENT**

I can withdraw my consent for evaluation or treatment at any time in writing.

Feel free to share your thoughts at any time. I'm here to support you, so please don't hesitate to reach out with any questions or concerns.

Thank you for trusting me with your care.

**ESME COUNSELING LLC**

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