

Laraine A. Tanzer, LCSW

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Welcome to my psychotherapy practice! The following is provided to help you become acquainted with the way I work. Please take time to read this carefully. I will gladly discuss any of these items with you.

- Effective psychotherapy requires a good match between client and therapist. During our first session or two we will determine if I'm a good choice of therapist for you. If not, I will refer you to a therapist I believe can serve you better than I can.
- Because I divide my time between private practice, workshops out of town, and family I'm not always available for crisis management. Clients who have frequent crises, or who need a lot of between-session therapist support, will be referred to a therapist who is more available for that level of care.
- I assume you wish to begin therapy because you desire certain changes in your life. I will do my best to help you achieve your goals, but I cannot guarantee any particular result. You are likely to gain the most benefit from therapy if you are committed to the process and attend regularly.
- I am certified in Eye Movement Desensitization Reprocessing (EMDR). EMDR has been clinically proven to accelerate the treatment of a wide variety of problems and self-esteem issues related both to disturbing past traumatic events and present life conditions. I use this approach with most clients I treat.
- Since biological factors can contribute to unwanted psychological distress, I may ask you about your health and diet. In some cases medical assessment and intervention is helpful and/or necessary.
- From time to time I may ask you to fill out various questionnaires. Please fill these out as best as you can, it helps me learn important details about you without taking up extra session time.

Session Fees

- My fee is \$175.00 per 50 minutes (1 clinical hour) and \$260.00 per 80 minutes (1.5 clinical hour) and \$350.00 per 110 minutes (2 clinical hours). On rare occasions, if this fee is out of range, we can discuss other payment options.
- Payment for therapy will be due at the beginning of each session.
- I do not have a secretary to collect your fees, so please come prepared to pay with the exact cash amount or check.
- ***If you plan to submit your session receipts for insurance reimbursement, please inform me right away.*** (See link to list of questions to ask your insurance company to determine whether or not they will reimburse your claims, and if so, under what conditions.) If they agree to reimburse you for treatment, the session receipt you submit must contain ***a diagnosis and my signature***. You will be responsible for payment at the end of each session whether your insurance company reimburses you later or not.

Additional Fees

- **Short-Notice Cancellation Fee:** The scheduling of an appointment involves the reservation of time specifically for you; canceling an appointment must be done **two days (48 hours)** prior to the scheduled time, in other words, 48 hour cancellation is required to avoid being charged the full fee for missed scheduled appointments.
- **No-Show Fee:** If you do not show up for a scheduled appointment you will be charged the full fee for the session.
- Phone consultations lasting more than 15 minutes will be charged at the hourly rate.
- If your insurance company should ask for a letter or report to be mailed on your behalf you will be billed for the time required to prepare the document, at the hourly rate.
- If a check of yours is returned by the bank for insufficient funds, you will be responsible for reimbursing any bank fees charged to my account for your returned check.

Scheduling

- I will make every effort to schedule your appointments at times that are convenient for you.
- Clients typically schedule 80-minute, or 110-minute sessions. The length and frequency of your sessions will be your decision. Longer sessions that are scheduled close together tend to result in the most efficient therapeutic outcomes. Occasionally appointments may run over. The receptionist will let me know that you are waiting. If you are concerned you can always send a text and let me know you are waiting by writing "here and your name".
- **If you need to cancel or reschedule an appointment please give as much notice as possible.** If you need to cancel or change your appointment, please call or text to (949) 903-1823 at least 48 hours before your appointment time.
- Clients arriving late will be responsible for paying for all the session time scheduled.
- I do not have a secretary to schedule my appointments. Please come prepared to schedule your next appointment at the end of each session.

Confidentiality

Except for certain situations, matters shared in counseling sessions will not be disclosed to anyone without your written permission. There are some exceptions to this:

- Therapists are legally required to report suspected abuse, neglect, or exploitation of a child, an elderly person, or a disabled person to the appropriate agency.
- Therapists have a legal and ethical obligation to warn appropriate authorities, family members, etc., when a client is seriously considering harming him/herself or others.
- Client case notes and records may be subject to subpoena when a client is involved in civil or criminal legal proceedings.
- Therapists may be required to release client information to an insurance company that is paying for the treatment. Many insurance companies will require documentation of a client's therapy progress before pre-approving additional sessions.

Phone Calls, E-mails, Emergencies, and Between Session Support

- If you need to cancel or reschedule a session, call my cell phone at **(949) 903-1823**. If I don't answer, leave a message and I'll call you back at my earliest convenience.
- If you are having an urgent crisis and need immediate assistance, please call **911**.
- When deciding whether or not to call me between sessions, please consider the following guidelines:
- The crisis, question, or dilemma cannot wait until the next session.
- Someone is in danger of harm, injury or death.
- The crisis cannot be eased by supportive friends or family members.
- The use of a stress reduction technique has not sufficiently eased the sense of emergency.
- I divide my time between private practice, workshops out of town and family time. Clients who have frequent crises, or who need a lot of between-session therapist support, will be referred to therapists who are more available for that level of care.
- **E-mail guidelines:** You may e-mail me to make, cancel, or reschedule an appointment, to make brief reports about your progress, or to ask simple questions that can be answered in a few words. But deep therapy issues, questions, or crises will not be addressed by e-mail. Please be advised that using email may compromise your confidentiality.

Consent for Therapy

I, _____, give permission to Laraine Tanzer, LCSW to provide psychotherapeutic treatment. I understand that services will be rendered in a professional manner, consistent with accepted ethical standards. By my signature I am affirming that the contents of this document have been satisfactorily explained to me.

Signature: _____ Date: _____

If psychotherapy services are not rendered in a professional and ethical manner, you may file a complaint with the California Board of Behavioral Sciences.