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Hello and welcome to my practice. I am happy you have chosen to use my services. What is set out below is a little bit of information about me and the policies and procedures that I have found helpful in ensuring we have an effective therapeutic relationship. Please don't hesitate to ask me any questions.

About Me

I am a specialist clinical social worker licensed by the Behavioral Sciences Regulatory Board of the State of Kansas (LSCSW). I hold a Master's degree in Clinical Social Work with a specialization in mental health from the University of Maryland at Baltimore. I have been working in Wichita as a mental health professional for almost 20 years and I have been in private practice since 1999.

Appointments

My services are by appointment only. I schedule my own appointments, so I ask that you contact me directly to make an appointment. Individual, conjoint/marital, and family therapy appointments are generally scheduled to last 45-50 minutes (a "clinical hour"). This allows me time at the end of the hour to complete any associated administrative tasks, such as completing your charting.

Fee Schedule

- Initial Diagnostic Evaluation - \$200/hour
This intake session is billed at a higher rate in order to account for the initial paperwork to be completed.
- Individual, Conjoint/Marital, Family Therapy - \$175/hour
This is the charge I submit to insurance; however, when I am a contracting, or in-network, provider for an insurance company, I agree to accept their assigned customary rate.
Sessions over 75 minutes are billed at 1 ½ times the standard rate.
- Forensic Evaluation, Testimony, or Related Activity (includes travel time) - \$175/hour
- Report Preparation, Letters, & Consults - \$150/hour

I currently do not charge for phone calls, emails, and/or texts with patients, completion of outpatient treatment plans, and case reviews for insurance companies.

Payment

I am a contracting provider with a number of insurance companies. It is your responsibility to contact your insurance company to determine if you need a referral for services. If you want me to file your insurance claims for you, you will need to sign an appropriate form authorizing me to do so. Upon receipt of this form, I will contact your insurance company in order to verify your eligibility and level of benefits. This will give us some idea as to what you can expect to be your

personal financial responsibility for each of our sessions. I expect that you will pay for your anticipated portion at the time of service, unless we have made other arrangements. If your insurance company fails to pay in the manner we expected, you are still responsible for the fee for services. Insurance companies most generally only cover services involving direct contact with a client (i.e., they do not typically cover attendance at meetings, report writing, etc.).

If you do not have insurance, or you prefer that I not release information to your insurance company, full payment is expected at the time each service is rendered.

If it is more convenient for you to pay by credit card, I currently accept most bank-issued credit cards.

Assistance with your personal financial obligation for the services you receive may be available based on your individual financial circumstances. If you think you may need such assistance, please let me know and we can discuss whether you qualify.

Missed Appointments

Your appointment is reserved for you. If you need to cancel your appointment, please give me 24 hours notice. I can typically fill your previously held time if given advance notice. If you fail to show for an appointment and/or give 24 hours notice of your need to cancel, I reserve the right to charge you a no show/late cancellation fee up to whatever amount I would have received had you shown for your appointment. Under most circumstances, I expect your payment will be made at, or before, your next scheduled session. Please note, insurance companies will not pay for such a charge. I realize there are the occasional emergencies that cannot be anticipated; however, habitual absences are not conducive to effective therapy and may result in a termination of services.

Contact Between Appointments

I can be reached by phone at work; however, I do not accept phone calls while I am with my clients. If I am not available, you can leave me a message on my voice mail. I attempt to return all phone messages within 24 hours. If you are having an emergency, you can reach me on my cell phone and I will return your phone call as quickly as possible after I receive it. I also respond to emails and text messages to my cell phone; however, I ask that you sign a form giving consent to communicate in this manner. If you are having an emergency and need immediate attention, you may also contact Comcare at 316-660-7500, Prairie View at 800/362.0180, or your nearest emergency room.

Treatment

Psychotherapy is often tremendously beneficial in helping one deal with behavioral, emotional, and mental problems and developing personal awareness into oneself and others. I expect to make our professional contact one where you receive the maximum benefits. However, there are some risks associated with psychotherapy, which include, but are not limited to the experience of unwanted feelings, recalling distressing images and thoughts, and alterations in relationships. I encourage you to obtain knowledge of the procedures, goals and possible side-effects of psychotherapy. As your therapist, I am available to discuss any concerns or questions you might

have. In addition, you should be aware certain medical disorders have biological or medical origins, which must be addressed by a medical physician.

Confidentiality

As required by law, I have adopted a Notice of Privacy Practices, which you acknowledge, by virtue of your signature below, has been provided to you.

I look forward to working with you.

I have read and understand the information contained in this form.

_____ (Client/Parent/Guardian Signature) _____ (Date)