

**Tanya T. Wiser, LCSW license #17621**  
**Mindful Psychotherapy**  
developing the art of living in the here & now

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963 #D Industrial Road  
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**OFFICE POLICIES AND INFORMED CONSENT FOR PSYCHOTHERAPY**

**CONFIDENTIALITY:** All information disclosed within therapy sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without the client's written permission, except where disclosure is required by law.

**When is Disclosure Required By Law?** When there is a reasonable suspicion of child, dependent or elder abuse or neglect; When a client presents a danger to self, to others, to property, or is gravely disabled; Or when client's family members communicate to Tanya Wiser that the client presents a danger to others.

**When Disclosure *May* Be Required:** Disclosure may be required pursuant to a legal proceeding by or against you. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by Tanya Wiser.

**Emergencies:** If there is an emergency during our work together, Tanya Wiser will do whatever she can within the limits of the law, to prevent you from injuring yourself or others and to ensure that you receive the proper medical care. For this purpose, she may also contact the person whose name you have provided as an emergency contact.

**THE PROCESS OF THERAPY AND SCOPE OF PRACTICE:** Participation in therapy can result in a number of benefits to you, including improving interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Working toward these benefits, however, requires effort on your part. Psychotherapy requires your very active involvement, honesty, and openness in order to change your thoughts, feelings and/or behavior. Sometimes more than one approach can be helpful in dealing with a certain situation. During evaluation or therapy, remembering or talking about unpleasant events, feelings, or thoughts can result in you experiencing considerable discomfort or feelings of anger, sadness, worry, fear, etc. Change will sometimes be easy and swift, and may also be slow and even frustrating. There is no guarantee that psychotherapy will yield positive or intended results. During the course of therapy, Tanya Wiser is likely to draw on various psychological approaches according, in part, to the problem that is being treated and her assessment of what will best benefit you. These approaches include, but are not limited to: Mindfulness Based Cognitive Therapy, behavioral, cognitive-behavioral, cognitive, psychodynamic, existential, humanistic or psycho-educational approaches. Tanya Wiser provides neither custody evaluation recommendation, medication recommendations or legal advice, as these activities do not fall within the scope of her

practice. If Tanya Wiser believes that a medication evaluation may benefit you, she will refer you to a skilled psychiatrist.

**LITIGATION:** Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, it is agreed that should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you nor your attorney, nor anyone else acting on your behalf will call on Tanya Wiser to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested unless otherwise agreed upon.

**RECORDS:** Both the law and the standards of Tanya Wiser's profession require that she keeps appropriate treatment records for at least 7 years. Unless otherwise agreed to Tanya Wiser retains clinical records only as long as is mandated by CA law. If you have concerns regarding the treatment records please discuss them with Tanya Wiser. As a client, you have the right to review or receive a summary of your records at any time, except in limited legal or emergency circumstances or when Tanya Wiser assesses that releasing such information might be harmful in any way. In such a case Tanya Wiser will provide the records to an appropriate and legitimate mental health professional of your choice.

**TELEPHONE & EMERGENCY PROCEDURES:** If you need to contact Tanya Wiser between sessions, please feel free to leave a message at (650) 269-8126 and your call will be returned within 24 hours whenever possible. Urgent telephone sessions will be offered when available and fees will be prorated as follows: \$30 per 15-minute time segment. Payment will be expected at the next face-to-face session or by mail if no future session is scheduled. If an emergency situation arises and you need to speak with someone immediately call 911 or go to the nearest hospital emergency room.

**PAYMENT:** Clients are expected to pay the standard fee of \$130.00-\$150.00 per 50-minute session at the time of each session unless other arrangements have been made. Please notify Tanya Wiser if any problems arise during the course of therapy regarding your ability to make timely payments. Clients who carry insurance should remember that professional services are rendered and charged to the clients and not to the insurance companies. If you wish to pursue reimbursement from your insurance company, Tanya Wiser will provide you with a copy of your receipt at your request.

**CANCELLATION:** Since the scheduling of an appointment involves the reservation of time specifically for you, a minimum of 24 hours notice is required for re-scheduling or canceling an appointment. Unless we reach a different agreement, the full fee will be charged for sessions missed without such notification.

**I have read the above carefully and I understand and agree to comply with the policies stated herein:**

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Client name (print)	Date	Signature
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Client name (print)	Date	Signature
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Therapist name (print)	Date	Signature
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