

Practice Policies

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PRACTICE POLICIES

APPOINTMENTS AND CANCELLATIONS Please remember to cancel or reschedule 24 hours in advance. Cancellations and re-scheduled sessions will be subject to a full charge if NOT RECEIVED AT LEAST 24 HOURS IN ADVANCE. This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time. Cancellations can be made via the online portal, via call/text, or via email.

The standard meeting time for individual psychotherapy is 50 minutes; the standard meeting time for an ADHD assessment is 2 hours. It is up to you, however, to determine the length of time of your sessions and should be discussed with your therapist in advance.

If you arrive to your session (virtual or in-person) more than 15 minutes past the start time of your session and have not been in communication with therapist about your lateness, therapist reserves the right to mark your appointment as a no-show and charge your full session fee.

A \$10.00 service charge will be charged for any checks returned for any reason for special handling.

ACCESSIBILITY BETWEEN SESSIONS If you need to contact your therapist between sessions, you can call and leave a voicemail, send an email, or send a text message. I am often not immediately available; however, I will attempt to return your contact within 24 hours. As an outpatient therapist, I am not a crisis service. If a true emergency situation arises, please call 911, go to the emergency room, or contact your local crisis line.

SOCIAL MEDIA AND TELECOMMUNICATION

Due to the importance of your confidentiality and the importance of minimizing dual relationships, ***I do not accept friend or contact requests from current or former clients on my personal social media/networking sites.*** I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship.

However, as I have a professional presence on social media (@averywasmanskilpc), it is allowed and appropriate for you to follow me on my Facebook, Instagram, or Threads accounts if you should desire to do so. I will never follow you back or engage with you in communication via social media to avoid any HIPAA and/or boundary violations.

If you have questions about this, please bring them up when we meet and we can talk more about it.

ELECTRONIC COMMUNICATION Though I do use a HIPAA-compliant phone/text system (Spruce), and have a HIPAA-compliant email program through GoogleWorkspace, I cannot ensure the confidentiality of any form of communication through electronic media, including text messages or email. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, I will do so. While I try to return messages in a timely manner during regular business hours, I cannot guarantee immediate response. Text and email communication is not a means of engaging in therapy or crisis treatment.

TELEHEALTH SERVICES Certain risks do exist from engaging in telehealth services. See this resource for further information about the potential risks of engaging in telehealth services, in lieu of in-person services: <https://www.hhs.gov/hipaa/for-professionals/privacy/guidance/resource-health-care-providers-educating-patients/index.html>

MINORS

If you are a minor, your parents may be legally entitled to some information about your therapy. I will discuss with you and your parents what information is appropriate for them to receive and which issues are more appropriately kept confidential.

TERMINATION

Ending relationships can be difficult. Therefore, it is important to have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. I may terminate treatment after appropriate discussion with you and a termination process if I determine that the psychotherapy is not being effectively used or if you are in default on payment. I will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, I will provide you with a list of qualified psychotherapists to treat you. You may also choose someone on your own or from another referral source.

Should you fail to schedule an appointment for 30 consecutive days, unless other arrangements have been made in advance, for legal and ethical reasons, I must consider the professional relationship discontinued.

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.