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PATIENT INFORMATION BROCHURE

Welcome to my psychotherapy practice. This document contains information regarding my practice to help you understand the policies as well as to achieve the best therapy outcome. If you have any questions or concerns after reading this brochure, please feel free to ask questions.

Psychotherapeutic treatment: Participating in psychotherapeutic treatment is a collaborative process between the clinical social worker and the patient. Psychotherapy may result in a number of benefits to you, including improving interpersonal relationships and resolution of part or all of the concerns that led you to seek therapy. Psychotherapy may also help facilitate positive growth and development. Working toward these benefits requires effort on the part of the patient. Psychotherapy requires your involvement, honesty and openness in order to change thoughts, feelings and/or behavior. During treatment, remembering or talking about unpleasant events, feelings or thoughts can result in considerable discomfort or strong feelings. Together, we can address the discomfort or strong feelings that arise during the course of treatment. Psychotherapy is a process of discovering what will work for each individual patient. Change will sometimes be easy and swift and/or it may be difficult and slow.

During the course of therapy, I will likely utilize various therapeutic approaches to deal with problems or concerns that you, the patient, hope to address. The therapeutic approach used will depend on the presenting issue, evidence-based research/practices and my professional judgment. If you have any questions about the therapeutic approach used in the course of treatment, you should not hesitate to ask. If I conclude that the patient could benefit from other treatment methodologies that I do not provide, I will refer the patient and/or family to another professional. I do not take on patients that I do not think I can help. Therefore, I enter our relationship with optimism. If, at any point during treatment, I assess that as the therapist I am not effective in helping the patient, the patient will be referred on to another professional and treatment will be terminated.

In general, I recommend that patients attend weekly therapy sessions. At times, depending on the severity of the symptoms, I will recommend that patients come in twice a week if more intensive therapy is needed.

Office Hours: I offer daytime and evening appointments Monday-Thursday and Saturday mornings. Patients who need to speak with me can leave a message on my confidential voicemail at the number listed above. I check messages throughout the day during my office hours. Most calls are returned within 24 hours, except weekends/holidays. Voicemail messages left over the weekend will be returned the following week.

Emergency Contact: The services I provide are offered in the form of regularly scheduled visits of a non-emergency nature. Please be aware that my office is not set up to provide emergency services. If a mental health emergency arises, please contact or go to the nearest hospital emergency room, or contact the DuPage County Crisis Center (630.627.1700). For emergencies in Kane county, residents may call the Ecker Center (847.888.2211).

Insurance Coverage: Typically, your health insurance policy will provide some coverage for mental health treatment; however, you are ultimately responsible for full payment of my fees. Since the insurance contract is an agreement between you and your insurance carrier, it is very important that you call your

insurance company to find out what mental health services your insurance policy covers. If applicable, authorizations for services must be obtained by the patient prior to the office visit.

Those patients who use out of network insurance will need to provide payment for the full fee at each appointment. Clients selecting to self-pay are asked to keep their accounts current and to pay for each session on that day. Visa, MasterCard, Discover, American Express and cash or checks are acceptable forms of payment. Self-pay clients will receive a superbill that contains all the codes necessary for obtaining insurance reimbursement.

Delinquent Account: Accounts with no payment activity or those with a previous payment arrangement that are not being adhered to will be considered past due after 60 days and may be referred to an outside agency for collection. All costs associated with this action will be the responsibility of the patient. Accounts with balances past 90 days will be subject to a finance charge of 1.5% per month. Patients with delinquent bills may also be dismissed from my practice.

Failed Appointment/Late Cancellation Policy: Appointments must be cancelled or changed by 9 a.m. on the previous business day or you will be charged the full fee (\$130.00) for the session. Monday appointments must be cancelled by Friday at 9 a.m. Arrivals of more than 15 minutes late will need to be rescheduled and you will be charged for the full fee. Any charges applied must be paid prior to your next visit. These charges are not billable to your insurance company.

Confidentiality: In general, the law protects the privacy of all communication between the patient and a mental health provider. I can only release information about our work to others with your written authorization. Furthermore, I can neither confirm nor deny that a patient is being seen in my practice without your written authorization. This includes all family members. Please be advised that questions regarding billing matters will be discussed with only the patient or guardian.

There are a few exceptions in which the law requires that confidentiality is waived. If a patient informs me that there is any possibility of harm to self or others, including, but not limited to physical or sexual abuse, neglect, and suicidal or homicidal behavior, the law requires that I make a formal report regarding the situation. If the need to make a report arises, I will make every effort to involve you in the process and do so with your participation.

Also, patients need to be aware that most insurance companies require me to provide them with a clinical diagnosis. In addition, I may be required to share case notes, treatment plans or treatment summaries in order for your insurance company to process the claim. Whenever possible, I limit the information and provide the least amount of information required for the insurance company to process the claim. If your insurance company requests additional information from me, I will discuss this with you. If you agree to release the information to your insurance company, I will have you sign a consent to release information.

Consultation: Clinical social workers consult with other highly qualified professionals regarding their patients at times. Patient's names and other identifying information are never mentioned without patient consent. Confidentiality is fully maintained.

Signature: I, _____ (the patient), have read and understood this Patient Information Brochure. I have received and reviewed the Notice of Privacy Practices. I have discussed with my therapist those points I did not understand and have had my questions, if any, addressed. I agree to abide by the terms of this brochure during my treatment. I hereby agree to enter into psychotherapy with this Clinical Social Worker, Julie Caron Sims, L.C.S.W., and to cooperate fully and to the best of my ability as shown by my signature below.

Patient Signature Date

Parent/Guardian Signature Date

Witness Date

Clinician to sign at first visit: I have discussed with my patient and/or the patient's parent/guardian the policies and procedures described in this Patient Information Brochure, including the patient's responsibilities, their rights to privacy, exceptions to confidentiality, and the potential risks and benefits of psychotherapy.

Julie Caron Sims, L.C.S.W. Licensed Clinical Social Worker Date