

# Psychotherapy Information Sheet

**Benefits and / or Side Effects:** Psychotherapy is considered to be a safe and effective treatment for a wide range of mental health concerns and situational problems. Psychotherapy can help alleviate symptoms, improve coping, increase skills for dealing with difficult situations, and help to increase functioning. You are encouraged to participate fully in your treatment planning and discuss ongoing feedback about progress with your therapist. The quality of your care can be greatly affected by the level your engagement in treatment planning, and to discuss ongoing feedback about progress with your therapist.

## **For Children under 10**

Most forms of psychotherapy use only spoken conversation. However, because young children develop cognitive skills before language skills they often communicate their thoughts and feelings more naturally through play than they do through verbal communication. Consequently, psychotherapy with children under 10 years of age may be adapted to meet the developmental needs of children, which can also include: art, play, puppets, sand therapy, dramatization (role-playing), and bibliotherapy (books). Therapy can assist children with reaching their full potential, enhancing problem solving skills, and learning more adaptive ways of coping with a variety of emotional, social and behavioral issues.

**Treatment Administration:** Psychotherapy is a time based dialogue between the patient and therapist. Individual session times ranges are set according to national standards and are 16-37 minutes, 38-52 minutes and 53+. Marshfield Clinic sessions generally run 45-50 minutes. Family or group psychotherapy may also be helpful, and your therapist can discuss whether this would be right for you.

**Stand-by:** If you are unable to schedule an appointment within the time frame that you need, please let the appointment desk know that you would like to be placed on "stand-by," if an appointment opens up.

**\*\*Emergency Calls\*\*:** If you feel that you are in immediate risk of self-harm, call **911**. If you have done something to harm yourself, call **911** (OR HAVE SOMEONE ELSE CALL). If you are in crisis and are having significant thoughts of self-harm, you may call your local county crisis line. During the regular business day, please call and ask to talk to me, another therapist, triage nurse or, if not immediate, leave me a message at 715-387-5744. After hours the main clinic number 715-387-5511 and ask to speak to the psychologist or social worker on call to determine if hospitalization is needed.

**Cancellations can be made by calling** (715-387-5744). Canceling as soon as possible allows our staff to offer your cancelled space to someone who is waiting for care. "Late cancels" are considered to be any cancellation with less than 24 hours of notice. If you have 3 no-shows or late cancels, the department may restrict your access to same day scheduling only, brief appointments, or may result in discharge.

**Scheduling:** You are encouraged to maintain your scheduled appointments if at all possible. You will generally receive a letter as a reminder for appointments booked at least 2 weeks in the future. You may also receive an automated phone call reminder approximately 2 days prior to your scheduled appointment. If this is a problem, please notify the appointment desk (715-387-5744) and they will make sure you are not contacted.

**Confidentiality:** Confidentiality is essential to the development of the therapy relationship. The information you share in this department is held in the strictest confidence and may not be released to anyone outside of Marshfield Clinic Health System without your written consent. Medical providers within Marshfield Clinic, along with their treatment staff, will only have access to your reason for visit, diagnosis, medications, medication plan, and treatment plan in the electronic medical record without a signed release. It may be important for me to discuss your care with professional colleagues in this department and within Marshfield Clinic for consultation, supervision, and coordination of care. This is allowed by confidentiality laws without a release.

There are a few exceptions to confidentiality, which are regulated by Wisconsin state law. For example, in cases of reported child or elderly abuse, or if a person poses a danger to her/himself or someone else, I am mandated by law to report this information to the proper authorities. Information subpoenaed by a valid court order is not subject to confidentiality. In addition, some insurance companies require treatment information including diagnosis, information about presenting symptoms, and treatment planning. Please let me know if you have any other questions about confidentiality.

**Billing/Insurance:** Billing is handled through Marshfield Clinic's billing office. It is the patient's responsibility to ensure that psychotherapy services are covered under their policy. Some services, such as family/couples therapy, may be restricted for coverage by your insurance company. Other insurance companies require prior authorization/notification, before mental health services are covered. If you have questions, please contact your insurance company or the Patient Assistance Center 715-387-4475 here at the Marshfield Clinic. Non-payment of Marshfield Clinic bills may result in

appointment cancellations per organization policy. Patient Assistance can help with financial arrangements and I encourage you to contact me if this happens to discuss alternative arrangements for treatment.

**Discharge Policy:** In addition to the no show/cancellation policy above, there are circumstances in which you may be discharged to include presenting a threat to the safety or wellbeing of staff or patients, or situations that present a conflict of interest may result in involuntary discharge. The full written admission/discharge policy is available upon request.

You may request a copy of the “Notice of Privacy Practices” and “Informed Treatment Consents and Rights” at any time during your treatment.

**Right to Withdraw Consent:** You have the right to withdraw consent to treatment in writing at any time. A lack of participation in psychotherapy treatment for a period of 1 year will be considered a self-determine voluntary discharge from treatment and re-admission to services will be re-evaluated based on the current admission/discharge criteria and availability of services at that time.