

NORTHWEST RELATIONSHIPS, PLLC

TACOMA OFFICE

621 PACIFIC AVENUE, SUITE 300
TACOMA, WA 98402
PHONE: 253-292-1216
FAX: 206-299-3272

SILVERDALE OFFICE

3261 NW MOUNT VINTAGE WAY, SUITE 102
SILVERDALE, WA 98383
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www.northwestrelationships.com

PSYCHOTHERAPY SERVICES AGREEMENT WITH NORTHWEST RELATIONSHIPS NOTICE OF POLICIES AND PRACTICES TO PROTECT THE PRIVACY OF YOUR HEALTH INFORMATION

Welcome to the Northwest Relationships. This document contains important information about our professional services and business policies. It also contains information about our policies and practices to protect the privacy of your health information. Please read it carefully and discuss any questions you may have with your therapist. When you sign this document, you will be stating that your therapist provided you with this information and it will represent an agreement between us.

Office Location:

Our office is located in the One Pacific Building in Downtown Tacoma. The address is 621 Pacific Avenue, Suite 300, Tacoma, WA 98402. It is located right across the street from the Old Tacoma City Clock Tower at the intersection of S. 7th and Pacific. There is usually ample street parking on S. 7th available for 75 cents an hour. You will need a code to access the building; it is 6253 after 5:00pm. Enter the main doors on the south side of the building and proceed to the elevators ahead of you on your left. Take the elevator to the third floor and take a left to go down the hall to Suite 300. Please enter and have a seat in the waiting area, and your therapist will be with you at your appointment time. Please do not knock on the office doors, as your therapist may be in session with someone else.

Psychotherapy Services: Psychotherapy varies depending on the therapist, the client and the client's particular situations and goals. There are many different methods I may use to deal with your particular situations and goals. In order for therapy to have the best outcome you will have to invest energy in the process and work actively on things we talk about both during and between our sessions.

Psychotherapy can have benefits and risks. The risks may include experiencing uncomfortable feelings like sadness, guilt, anger, anxiety or frustration when discussing aspects of your life. Psychotherapy has been shown to have benefits that can include better relationships, solutions to specific problems, increased life satisfaction, improved physical health, and significant reductions in feelings of distress. However, there are no guarantees of what you will experience.

Our first few sessions will involve an evaluation of your situation and needs and we will discuss goals you want to work towards. Your therapist will offer you some information so that you will have an idea of what our work together will be like if you decide to continue the therapy with me.

During this time, we can both decide if your therapist is the best person to provide the services you need. Psychotherapy can involve a significant investment of time, energy and money, so it is important that you select a therapist you are comfortable working with. If at any time you have questions about any aspect of the therapy process, please discuss them with your therapist. If you decide that you do not want to continue in therapy with your therapist, please tell him or her if you want their help to find another therapist or other appropriate resources, and he or she will do so.

Sessions: Your therapist will generally schedule 50- or 90-minute sessions with clients once per week at a time agreed on. If you arrive late for an appointment, you will only be able to meet with your therapist for the remaining time of the scheduled 50 minutes. Sometimes your therapist will meet more or less than once per week if that is consistent with a treatment plan you both agree to.

If you ever need to cancel a scheduled therapy session, please do so at least 24 hours in advance. If you do not cancel a scheduled appointment with at least 24 hours' notice or *if you fail to attend a scheduled session, you will be expected to pay and \$80 missed appointment fee for that session,* unless your therapist and you both agree that you were unable to attend due to circumstances beyond your control, Insurance companies will not reimburse for canceled or missed appointments so you will be fully responsible for the charges for such sessions.

Professional Fees: The out-of-pocket fees for sessions vary:

Therapy sessions:

- \$280 for an initial 50-minute intake and \$250 for each subsequent 50-minute session (Ph.D. LMFT rate);
- \$185 for an initial 50-minute intake and \$150 for each subsequent 50-minute session (M.S. LMFT rate);
- \$150 for an initial 50-minute intake and \$100 for each subsequent 50-minute session (Ph.D., LMFTA rate)
- \$125 for an initial 50-minute intake and \$90 for each subsequent 50-minute session (MS, LMFTA rate)
- MFT Intern: Sliding fee scale, based on income (\$20 intake; \$20-60 regular session)

Assessment/other professional services:

- \$250 per hour Ph.D. rate
- \$150 per hour (\$185 for assessment) (M.S. rate).
- Other services include case study, research, report writing, telephone conversations lasting longer than 15 minutes, attendance at meetings or consultations with other professionals you have authorized, preparation of records or treatment summaries, and time spent performing any other professional service that you may request. It is important to know that consulting agencies/professionals may also charge for time for services.

It is the policy of Northwest Relationships not to participate in litigation. We will provide documentation of your participation in therapy upon request, but will not participate in court proceedings or make recommendations for the court. If your case is currently court-involved or

court-ordered, we require releases that you sign releases to speak to the referring party. If you become involved in legal proceedings that require our participation, you will be expected to pay for your therapist's professional time even if they are called to testify by another party. Because of the complexity and difficulty of legal involvement, therapists charge \$500 per hour for preparation and attendance at any legal proceeding.

Billing and Payments: You will be expected to pay the full fee, or your full copayment/coinsurance amount if you are using insurance, at the time of each session unless we agree otherwise or unless you have insurance coverage that requires another arrangement. We accept payments by check, cash, or credit card. Payment schedules for other professional services will be agreed to when they are requested.

If you make a payment by check and your check does not clear due to insufficient funds or any other reason, you will be expected to reimburse us in full for any related bank fees that we are charged as a result.

Insurance Reimbursement: You should be aware that your contract with your health insurance company requires that we provide it with information relevant to the services that we provide to you. We are required to provide a clinical diagnosis. Sometimes we are required to provide additional clinical information such as treatment plans or summaries, or copies of your entire Clinical Record. In such situations, we will make every effort to release only the minimum information about you that is necessary for the purpose requested. This information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, we have no control over what they do with it once it is in their hands. In some cases, they may share the information with a national medical information databank. It is important to remember that you always have the right to pay for my services yourself to avoid the problems described above [unless prohibited by contract]. We will provide you with a copy of any report we submit, if you request it. By signing this Agreement, you agree that we can provide requested information to your carrier.

Contacting Your Therapist

Between Appointments: The best way to contact your therapist is by telephone. This includes clinical emergencies. You may call at any time and leave your number on Northwest Relationships' confidential voice mail (253-292-1216). If you are in crisis and you cannot immediately reach your therapist, please contact the Pierce County Crisis Line at: 1-800-576-7764 or dial 911.

Email: Your therapist prefers to use email only to arrange or modify appointments. If you send your therapist an email regarding an appointment and do not hear from him or her within 24 hours, please call and leave a voicemail. Please do not email your therapist content related to your therapy sessions, as email is neither completely secure nor confidential. Email, text messaging, and other forms of electronic communications are not effective means for communicating with your therapist in the event of a clinical emergency. *Any emails that are sent to or received by you become part of your client file.*

Social Media: At Northwest Relationships, we are committed to maintaining proper boundaries that include, but are not limited to, protecting the confidentiality of our therapeutic relationship. Therefore, we do not accept "friend" or contact requests from current or former clients on any

social networking site. Please do not attempt to contact your therapist by using text messages and messaging on sites such as Facebook, Twitter, and/or Linked In. It is our practice not to respond to such contacts from clients.

Phone contact: We are often not immediately available by phone because we do not answer the phone when we are in sessions with clients. Calls go to voicemail when your therapist is unavailable, which he/she checks regularly. Your therapist will make every effort to return your call as soon as possible (usually within a few hours and almost always within 24 hours). If you are difficult to reach, please leave times you will be available. If you want your therapist to use discretion when calling you or leaving a message for you, please let him or her know in advance. At times when your therapist will be unavailable for an extended time, he or she will provide you with the name of a colleague to contact if necessary.

If you are in an emergency situation, you should either call me and if you get my voicemail, follow the instructions for emergencies, or immediately call your local emergency services at 911 or call or go to the nearest hospital emergency room and tell them what is happening. Your therapist will get back to you as soon as he or she possibly can in such situations, but he or she may not be able to get back to you immediately in all cases. Therefore, if you can't wait for your therapist to return your call because of your situation, or if you do call him or her and follow the voicemail instructions for emergencies and you do not hear back from me within 5 to 10 minutes, you should immediately call 911 or the nearest emergency room and tell them what is happening.

Professional Records: The laws and standards of my profession require that your therapist keeps treatment records. You are entitled to examine and/or receive a copy of your records if you request it in writing unless your therapist believes that seeing them would be emotionally damaging, in which case he or she will send them to a mental health professional of your choice. Because these are professional records, they can be misinterpreted and/or upsetting to people who are not mental health professionals. Therefore, if you want to see your records, we recommend that you review them with your therapist so they can discuss the contents with you. We reserve the right to charge you for the costs of copying and sending your records if you request them.

CONFIDENTIALITY/PRIVACY OF YOUR PROTECTED HEALTH INFORMATION

Your therapist is required by law to do the following: 1) To maintain the privacy of protected health information. "Health information" refers to your name, address, date of birth, social security number, insurance information, and other identifiable data. 2) To provide you this notice of my legal duties and privacy practices regarding health information about you. 3) To follow the terms of my notice that is currently in effect.

Described as follows are the ways your therapist may use and disclose Health Information that identifies you.

Use of Electronic Means to Contact You: Unless otherwise specified, your therapist may use and disclose Health Information (e.g., your telephone number, email) to contact you by telephone or voice-mail in order to return a message or relay information to you. This is a restricted use if you specifically state not to make such contact—for example, if you want your therapist to contact you via your home or cell phone numbers but not via the telephone at your place of employment. Northwest Relationships may contact the individual to provide **appointment reminders** or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

With your Written Consent: Your therapist can disclose Health Information with your written consent, or in the case of death or disability, your personal representative's consent.

To Assist Us with Healthcare Operations: Your therapist can notify the identified emergency contact if it is determined that the client's safety may be at risk.

As Required by Law: Your therapist will disclose Health Information when required to do so by federal, state, or local law, including disclosure to the U.S. Department of Health and Human Services.

To Avert a Serious Threat to Health or Public Safety: Your therapist may use and disclose Health Information when necessary to prevent a serious threat to your health and safety or to the health and safety of the public or another person. However, disclosures in these regards will be made only to someone who may be able to help prevent the threat and only will involve discussion about issues relevant to the threat.

Health Oversight: Northwest Relationships must comply with the orders of its licensing authority, the Washington State Department of Health. If your records are subpoenaed by the Secretary of DOH related to a complaint or report related to the regulation of Health Care Professionals, we are required to release your records.

Consultation with Other Professionals: Your therapist can consult with colleagues regarding your status during clinic staff case conferences. Your therapist may disclose Health Information to supervisors, consultants, business associates that consult with or provide services for Northwest Relationships. Your therapist may coordinate care with other health professionals (such as sharing information with a consulting physician who has been asked to examine your health information). "Business associates" may refer to other persons or companies that Northwest Relationships may contract with in order to help with business. For instance, the IT/Computer Consultant, the company that helps Northwest Relationships with the Office Billing program, or individuals who may help with Transcription. All of Northwest Relationships business associates are obligated to protect the privacy of your information as well as others' and are not allowed to use or disclose any information other than what they need to perform their functions for Northwest Relationships.

Lawsuits and Other Disputes: If you are involved in a lawsuit or a dispute, your therapist may disclose Health Information in response to a court order if signed by a judge. Any other disclosures of Health Information in response to subpoena, discovery request, or other lawful process by someone else involved in the dispute, must have your written permission.

Law Enforcement/Protective Services: As a mandated reporter, your therapist may be required, by law, to release Health Information to appropriate law enforcement or protective services officials as it relates to certain injuries, actions, or situations, involving children, teenagers, and vulnerable adults.

National Security: Your therapist may disclose your Health Information under certain circumstances to authorized federal officials for national security and intelligence activities. For

example, threats to the life of the President of the United States or other authorized persons or heads-of-state.

In general, the law protects the privacy of all communication between a client and a therapist. Your therapist can only release information about your treatment to others if you sign a written authorization form. You can revoke any such authorizations at any time in writing. However, in the following situations your authorization is not required for me to release information:

- 1) Therapist's duty to warn another in the case of potential suicide, homicide or threat of imminent, serious harm to another individual.
- 2) Therapist's duty to report suspicion of abuse or neglect of children or vulnerable adults.
- 3) Therapist's duty to report prenatal exposure to cocaine, heroin, phencyclidine, methamphetamine, amphetamine or their derivatives, THC, and excesses and habitual use of alcohol
- 4) Therapist's duty to report the misconduct of mental health or health care professionals.
- 5) Therapist's duty to provide a spouse or parent of a deceased client access to their child or spouse's records.
- 6) Therapist's duty to provide parents of minor children access to their child's records. Minor clients can request, in writing, that particular information not be disclosed to parents. Such a request should be discussed with the therapist.
- 7) Therapist's duty to release records if subpoenaed by the courts.
- 8) Therapist's obligations to contracts (e.g. to employer of client, to an insurance carrier or health plan.

Please be advised that Washington Law does not contain a "testimonial privilege" for therapists. This means that under certain circumstances, your therapist could be required to testify under oath about information you may have provided during consultations. We will make reasonable efforts to notify you before such is scheduled to occur.

If you would like further clarification, please ask your therapist.

While your therapist is not an attorney, please discuss any questions or concerns you have about confidentiality with him or her at any time. If you have specific legal questions about the laws regarding confidentiality, the exceptions, and how it may relate to your situation, please seek formal legal advice from an attorney.

SAFETY

For the safety of clients and therapists, weapons are not permitted in the Northwest Relationships office building. If you have a weapon with you at the time of your therapy appointment, the therapy session will be terminated. Similarly, we cannot see clients who are under-the-influence of drugs and/or alcohol. Sessions will be canceled immediately.

COMPLAINTS

All of the staff of Northwest Relationships are accountable for their work with you. The Counselor Credentialing Act serves to provide protection for public health and safety to empower citizens of the state of Washington by providing a complaint process against those counselors who would commit acts of unprofessional conduct. Your therapists will provide you with a list of actions that could be considered unprofessional conduct. If you are concerned that any of our therapists, administrative staff, or professional staff have violated your privacy rights, treated you unethically, or unprofessionally, or you disagree with a decision made about access to your

records, you may send a written complain to Northwest Relationships, Attn: Privacy Officer, 621 Pacific Ave, Suite 300, Tacoma, WA 98402 (253-292-1216); and/or the Washington State Department of Health, PO Box 47869, Olympia, WA 98504-7869; and/or the Secretary of the U.S. Department of Health and Human Services, 200 Independence Avenue SW, Washington, DC, 20201. You will not be retaliated against for filing a complaint.

Other Client Rights: If you want, your therapist will discuss with you more details about any of the following:

- You have the right to request and receive from me confidential communication of your protected health information by alternate means or at alternative locations. For example, you can request that your therapist send any correspondences to an address other than your home address if you don't want a family member to know that you are in therapy with your therapist.
- You have the right to request that your therapist change information in your record. Your therapist requires such requests in writing along with your reasons for your requested changes. He or she may deny your request.
- You generally have the right to receive an accounting of any disclosures your therapist have made of your protected health information, which did not require your authorization. If you want, your therapist will discuss with you more details about this process.
- If you are concerned that your therapist has violated your privacy rights or you disagree with a decision your therapist made about access to your records, your therapist would like you to inform him or her as soon as possible so we can try to resolve your concerns. If you prefer to discuss your concerns with someone else, you may contact one of the owners of SAVI, PLLC, Jennifer Sampson, Ph.D. (jennifer@northwestrelationships.com) or Jason Victor, M.S. (jason@northwestrelationships.com).

Conclusion and Signatures: I reserve the right to change my policies, practices and procedures described in this document. If will notify you in writing of any significant changes. By signing below, you are indicating that you have received and read the information in this document, you have discussed the contents with me to your satisfaction, and you agree to abide by its terms during the course of our professional relationship. If you would like a copy of this document, please ask your therapist for one.

Client 1 - Print Name

Signature

Date

Client 2 - Print Name

Signature

Date

Therapist - Print Name

Signature

Date

APPENDIX: OUR THERAPISTS

Alisha Bachman, MA, LMFTA

Licensed Marriage and Family Therapist Associate (WA Credential #: 60922243)

M.A., Antioch University Seattle, 2018

B.A., Psychology, Eastern Michigan University, 2012

Alisha Bachman is a Licensed Marriage and Family Therapist Associate with experience working with individuals, children, couples, and families providing therapy services. Alisha earned her Bachelor's degree from Eastern Michigan University in Psychology. During her time in Michigan, Alisha worked for an impatient traumatic brain injury clinic which influenced her focus with neurodiverse people. She has volunteered with over 3 years experience with a child advocacy center and ESL clinic in Detroit, MI. With Alisha's experience working with children in crisis, has lead her to seek additional training in Play Therapy when relocating to the state of Washington.

Alisha has earned her Master's degrees in Couples and Family therapy from Antioch University Seattle. During her time at Antioch, she took an extensive course in Gottman Level One training, which she applies with clients when seeking communication/relationship support. Alisha sees clients with a wide variety that ranges from personal struggles of depression, anxiety, life transitions, parenting, special education support, communication skills, and then towards relational struggles of attachment, attunement, family and couples' conflict. Alisha uses a humanistic approach when seeing clients which means she leans towards the goal of clients finding their true authentic selves. She will adapt and add other systemic models such as: mindfulness, play therapy, narrative therapy, and structural therapy to suit clients' personal needs.

Robin Beckley, MS, LMFT, CMHS

Licensed Marriage and Family Therapist (WA Credential #: LF 60734592)

AAMFT Approved Supervisor in Training

Child Mental Health Specialist (Washington State)

M.S., California Lutheran University, Marriage and Family Therapy, 2014

B.A., Western Washington University, Psychology, 2011

Robin works with an integrated approach that is systems-oriented, strength based and uses strategies and techniques tailored to each client's individual needs. These include but are not limited to: play therapy, family therapy, cognitive-behavioral therapy, narrative therapy, trauma focused therapy, and others. Robin is a licensed clinician and a child mental health specialist. Before working at Northwest Relationships, she has worked at previous agencies providing care to youth and their families. Robin is currently working at the Tacoma and Silverdale locations and will eventually primarily work in the Silverdale office.

Lindsey Crow, M.S., LMFTA

Licensed Marriage and Family Therapist Associate (WA Credential #: MG60774489)

M.S., Seattle Pacific University, Marriage and Family Therapy, 2017

B.A., Central Washington University

Lindsey Crow offers support to teens, young adults, and couples who are going through difficult life transitions. She has experience and is passionate about helping individuals work through a variety of issues such as anxiety, depression, fear of failure, low self-esteem, relationships, and

other challenges. She also has experience processing trauma for individuals diagnosed with Hoarding Disorder and will work alongside those clients to develop new coping skills and find effective solutions.

Her approach to therapy is being curious about the family system. She believes that people are constantly influenced by relationships from their past which commonly play an important role in our lives and affect our current behavior. She also uses a solution-focused approach by concentrating on client's strengths in order to promote change and assists clients to focus on the solutions instead of the problem. She believes in establishing a trusting relationship with her clients first so they can work together to achieve therapeutic goals.

Raelynn Johnston, BA, MFT Intern

MFT Student Intern, Seattle Pacific University, Couple and Family Therapy Program, Anticipated Graduation, June 2022

Raelynn Johnston is currently pursuing her master's degree in Marriage and Family Therapy at Seattle Pacific University. She believes that everyone can develop life skills that will help them reach their full potential and that every person can be successful. She enjoys working with children and older adults, and wants to gain more experience working with couples, and families. She works from an emotional focused, solution focused perspective that builds on the power of the therapeutic relationship and the clients' strengths to support lasting change. She has experience working with a range of issues including anxiety, depression, grief, trauma, and loss. She is looking forward to having the opportunity to support and witness the process of healing and growth in others.

Jennifer M. Sampson, Ph.D., LMFT, CST

Licensed Marriage and Family Therapist (WA Credential #: LF 60230886)

AAMFT Approved Clinical Supervisor (#118966)

AASECT Certified Sex Therapist (#1191726)

Ph.D., University of Minnesota, Family Social Science, 2013

M.S., Seattle Pacific University, Marriage and Family Therapy, 2008

B.S., University of North Dakota, Psychology, 2004

Jennifer Sampson is a Licensed Marriage and Family Therapist with experience working with individuals, couples, and families providing therapy services. She sees clients with a wide variety of concerns relating to relationship concerns, including communication, conflict, and intimacy and sex issues. Jennifer is a poly-friendly and kink-informed sex therapist and has experience supporting clients in areas of sexuality including desire discrepancy, pelvic pain, difficulties with arousal and orgasm, consensual non-monogamy, orientation and identity exploration, and sexual communication.

In addition to relationship and sex therapy work, Jennifer supports clients seeking out support with life transitions, stress management, and personal growth and development. She also specializes in work with families struggling with concerns related to Hoarding Disorder. She generally practices from a strengths-focused, collaborative framework and also utilizes strategies from behavioral approaches in her work, such as cognitive-behavioral therapy and mindfulness-based techniques.

Bethany Sutton, M.S., LMFT

Licensed Marriage and Family Therapist (WA Credential #: LF60843496)

M.A., Adler University, Marriage and Family Therapy, 2013

B.S., Psychology, Concordia College, Psychology, 2009

Bethany Sutton is a Licensed Marriage and Family Therapist who enjoys working with children, adolescents, adults, couples, and families. Bethany has experience treating anxiety, depression, grief/loss, and trauma. Bethany is certified in Trauma-Focused Cognitive Behavioral Therapy and uses a narrative and family systems lens to help clients identify and meet their goals for treatment. Bethany has a specific passion for working with foster and adoptive families and children, as well as LGBTQ+ individuals.

Zain Shamoon, Ph.D., LMFTA

Licensed Marriage and Family Therapist Associate (WA Credential #: MG60950254)

Ph.D., Michigan State University, Human Development and Family Studies, 2017

M.A., Michigan State University, Couple and Family Therapy, 2011

B.S., Michigan State University, Psychology, 2009

Dr. Zain Shamoon is dedicated to the creation of spaces where people can tell their personal stories on route to their own wellness. In his clinical work, he has served a range of clients, including those wrestling with high anxiety, relational conflict, and severe depression. In March 2015, he helped launch the Narratives of Pain project, which is a group emotional outlet of personal narrative and catharsis based in Metro Detroit, and now Seattle. Currently, Zain is a professor of Couple and Family Therapy at Antioch University Seattle.

Jason M. Victor, M.S., LMFT

Licensed Marriage and Family Therapist (WA Credential #: LF 60210247)

AAMFT Approved Supervisor in Training

M.S., Seattle Pacific University, Marriage and Family Therapy, 2008

B.S., University of Washington, Psychology, 2006

Jason Victor is a Licensed Marriage and Family Therapist. He specializes in work with adults, couples, and families, and also has specific training in play therapy and trauma-focused cognitive behavioral therapy. He enjoys family work around parenting and working with kids and teens to develop life skills so they can reach their full potential at home and school. He works from a solution-focused, experiential perspective, building on the power of the therapeutic relationship and clients' personal strengths to support lasting change while working with couples, families, individuals, and children. He focuses on healing client relationships to help with the process of personal growth. He works with a wide range of presenting problems like anxiety, depression, grief, loss, and trauma; engage in more effective and fulfilling relationships; and operate from a more meaningful and empowered emotional place following time in therapy.