

Sandplay for Life

Working Agreement

Purpose and Limitations of Sandplay Workshops and Psychotherapy:

The psychotherapeutic relationship can have only one purpose: to assist the client. The psychotherapist is constrained from receiving anything in return other than the agreed professional fee for services.

After the first couple of meetings, Dr. Hartshorn will assess if she can be of benefit to you; she does not work with clients who, in her opinion, she cannot help. In such a case, if appropriate, she will give you referrals whom you may contact.

Cancellations and Partial Sessions: In order to avoid a fee, the client must cancel any scheduled session by phone or email at least 48 hours prior to the session. If notice is given within 48 hours, ½ the fee is owed; within 24 hours, the full fee is due. Exceptions to this may be negotiated for compelling reasons on occasion, but the occasional exception does not change the basic obligation for 48-hour notice.

Telephone and Emergency Procedures: If you need to contact Dr. Hartshorn between sessions, please leave a message on her confidential voice mail at 510-845-0999. Dr. Hartshorn checks her messages during the daytime only. If an emergency situation arises, call Psychiatric Emergency Services in your town or the Police at 911. Please do not use email for emergencies.

Litigation Limitation: Should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you nor your attorney(s) nor anyone else acting on your behalf will call on Catherine Hartshorn to testify in court or at any other proceeding, nor will a disclosure of the records be requested unless otherwise agreed upon.

Dr. Hartshorn provides neither custody evaluations, legal advice, medication or prescription recommendations, as these activities do not fall within her scope of practice.

Confidentiality: HIPAA, the federal law on portability and confidentiality of health care records, governs all record keeping and disclosure in psychotherapy. All contact with, or release of information to other treating professionals or insurance providers will be made in accordance with HIPAA. Cell phone, e-mail, fax, and text communications are not secure and may not be confidential or private. Clients should keep this in mind.

Fees and Insurance:

The full fee negotiated between the client and the therapist shall be paid at the first session of a workshop; if there is ongoing treatment, the fee may be paid monthly. The client needs to manage his/her relationship with insurance.

Ending Our Relationship: Although the client must pay for services already rendered, the client is free to end the working together at any time.

Catherine Hartshorn, Ph.D LCSW 6362 LMFT 8394

catherine@sandplayforlife.com 510-845-0999

Consent to the Working Agreement

with Catherine Hartshorn, Ph.D.

Sandplay for Life

Please sign and bring this page with you to our first appointment.

I have read and agree to the Working Agreement. I give my consent for Catherine Hartshorn, LSCW to work with me.

Client's Name (print) _____

Signature _____

Date _____

Client's Name (print) _____

Signature _____

Date _____

I, Catherine Hartshorn, agree to work with the client as specified above.

Date _____

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