

Victor B. Herring, MSW, LCSW, LLC

Diplomate in Clinical Social Work

7500 E. Arapahoe Road Suite 305

Englewood, Colorado 80112

(303) 740-7672 Phone

(303) 740-7675 Fax

Client Information and Policies

1. Credentials - The MSW behind the name in the letterhead stands for Master of Social Work. The LCSW stands for Licensed Clinical Social Worker. The MSW is a degree earned in graduate school, whereas the LCSW and the Diplomate are credentials earned by having completed required years of training, supervision, experience, and competency in clinical social work.

2. Confidentiality - My services are legally confidential. That means I will not tell anyone what is shared with me. That includes parents if I am seeing their child. If I have received permission to share information, usually in writing, I will discuss information with the necessary people/agencies that I feel is therapeutic to my client. There are exceptions to the confidentiality requirements; in which, by law, I am bound to share information with the appropriate source, I will explain:

a. Child Abuse - By law, if I have any suspicion that a child has been abused (physically, emotionally, or sexually) or have knowledge that such abuse has occurred in the past (there is no time limit) or is occurring currently, I have to report it to the appropriate social service authority. I have no choice in this matter, the law is very explicit.

b. Clear and Present Danger - If, in my opinion, my client is in danger of harming him/herself or someone else I am obligated to share information with the appropriate people/authorities that a danger exists and to help plan for a secure way of dealing with the danger.

3. Appointments & Cancellations - I usually meet with clients once a week for fifty (50) minute sessions. I will ask a client to come in more often if I think it is clinically indicated. Clients have twenty four (24) hours or more before an appointment to cancel a session without a charge. If I receive less than twenty four (24) hours notice or the client just does not appear for the appointment I charge a full fee. It is fraudulent to request reimbursement for a service not provided, therefore, insurances will not be charged for a missed or canceled appointment.

4. Emergencies, Phone calls, and Messages - My phone, (303) 740-7672, is answered by an answering machine. I am unable to provide for true emergencies and therefore you are directed to call 911 or go to your nearest emergency room in life threatening situations. I am available in urgent situations when I am in town. I will let you know if I expect to be out of town. I can be reached for urgent consultation via my answering machine and listening to my outgoing message for directions on reaching me in urgently.

5. Fees & Financial Procedures - My fee is \$120.00 for a fifty minute session. If more than fifty minutes is used, the minimum extra payment will be half again as much as the regular fee, up to double the payment if more than twenty five minutes beyond a usual fifty minute session is used. Payment is expected at the end of each session unless other arrangements are made. If you have insurance with mental health coverage, I will help you get reimbursed. If a bill accrues and a mutually agreed payment plan is not followed, the client will be liable for all expenses incurred for recovering payment, including attorney and or collection agencies. If the client does not fulfill the payment plan agreed to, an interest rate of 1.5% of the unpaid balance will be added to the bill every month. I will work closely with clients to avoid a conflict regarding payment.

I have read and understand the above information and agree to abide by the policies. I hereby request to be in a therapeutic relationship with Victor B. Herring, MSW LCSW.

Client Signature (Parent or Guardian for a minor)

Date