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OFFICE POLICIES & CONSENT TO EVALUATION / TREATMENT

Before you begin an evaluation or psychotherapy with me (Dr. Robyn Walker), it's important that you understand my office policies, procedures, and financial arrangements. Please read this information, ask any questions you might have, and sign at the bottom.

APPOINTMENTS

Initial consultations are one hour. Subsequent consultations or therapy sessions are 45-50 minutes.

If you need to cancel an appointment, please leave a message on voice mail at least 24 hours before your appointment. ***If you don't cancel within 24 hours (with exceptions for emergencies), you may be charged a fee for your appointment if I can't fill the time that was reserved for you.*** I'm notified of all voice mail messages so you can leave messages after office hours and on weekends.

CONTACTING DR. WALKER

Due to work schedules, I may not be immediately available by telephone. Every effort will be made to return your call on the same day you make it, with the exception of weekends and holidays. If you are difficult to reach, please leave the best times when you will be available.

In emergencies, please contact your family physician, call 911, or go to the nearest emergency room. You can also leave a message on my voice mail, and I will do my best to return your call as soon as possible. However, you should not wait for me to return your phone call. As a private practice, I am unable to provide emergency crisis intervention. If I will be unavailable for an extended period of time, I will provide you with the name of a colleague for you to contact, if necessary.

EVALUATION/TREATMENT

If you're seeking an evaluation, you'll learn information that may cause a variety of positive and negative emotional reactions. If you're seeking psychotherapy/counseling, it's important to know that there are many types of psychotherapy available today. I'll be glad to discuss my cognitive-behavioral orientation with you. In therapy, you're expected to request help with some issue(s) you are concerned about. I'll help you understand these issues by providing you with some feedback that you may respond to positively or negatively. Change will sometimes be easy and swift, but it can also be slow and even frustrating. My responsibility is to help you understand or learn ways to respond to your concerns. Your responsibility will be to "work" outside the therapy session with information or strategies you're learning. The benefits from an evaluation and psychotherapy are variable and depend on many factors. There is no guarantee that psychotherapy will yield positive or intended results. Ultimately, you're in full control of what you accomplish.

CONFIDENTIALITY

Issues of confidentiality are addressed in the Notice of Privacy Practices that you'll review. That notice summarizes the information that is "protected" and that which I'm required to release if it is requested. Other information will be released to specific people only with your written authorization.

FEES

Fees will be clarified before or during your first appointment. Additional fees may be charged for copies of records and written reports including, but not limited to extended phone conversations with you or others related to your treatment, completion of lengthy forms, legal matters, or disability claims.

Unless a payment schedule has been arranged, accounts must be paid within 30 days. Overdue balances may be submitted to a collection agency or subject to legal action.

I understand and agree to these terms, and give Dr. Walker permission to evaluate and/or treat me.

Patient (Print)

Signature _____

Date _____