



Practice Policies

Catherine Maness, MA, LMFT (MFC 92638)
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(510) 859-3880; therapy@catmaness.com

Please take time to read through my practice policies carefully and let me know if you have any questions or need more information. When you sign this document, it will represent an agreement between us.

APPOINTMENTS AND CANCELLATIONS

The standard meeting time for psychotherapy is 50 minutes. Appointments are typically set for the same day and time each week on an ongoing basis. Multiple sessions per week are available and can be discussed upon request of the client or upon my recommendation. Due to the nature of psychotherapy, I do not offer reduced frequency services (i.e. every other week) unless we have an established working relationship *and* I do not believe that meeting less frequently will be a detriment to our work together.

Clients may miss up to three sessions within a calendar year without providing at least 24 hours' notice without incurring a missed session fee. I recommend clients utilize their three "freebies" for sudden illness and/or emergencies. If you think you may be contagious, please use a freebie! Once those allowances have been used up for that calendar year, clients will be charged the missed session fee when less than 24 hours' notice is given, regardless of reason. This is necessary because a time commitment is made to you and is held exclusively for you.

FEES AND PAYMENT

Unless specified otherwise, the fee for services is \$110 per 50 minutes for individuals and \$120 per 50 minutes for couples, paid either by check, money order, or exact cash. Checks should be made out in my name: Cat Maness. Payment for services is due at the beginning of each session. Clients may pay for multiple sessions ahead of time but are responsible for keeping track of when their next payment is due and submit it prior to beginning the session on the date it is due. Clients are responsible for any fees related to a bounced check, typically a \$10 fee charged by the bank.

My fees are generally increased on annual basis to accommodate costs of living increases. Clients will be given at least one month's notice prior to any increases in fee amount, though generally increases will be implemented on the 1st of June each year.

CONTACT ACCESSIBILITY AND EMERGENCIES

If you need to contact me between sessions, please leave a message on my voice mail, send a text, or send an email. I am often not immediately available; however, I will attempt to return your message within 24 hours.

Because I have a limited practice, I do not have 24 hour emergency or “on call” coverage. If you believe you will need a therapist with 24 hour coverage I will be happy to make a referral. Please note that I am only available to respond to messages during weekdays, excluding regular holidays. If an emergency situation arises, or you need to speak with someone immediately and cannot wait for me to return your message, please call 911, go to any local emergency room, or call the Alameda County Crisis Line at 1-800-309-2131.

Clients will be notified of any upcoming holidays or vacations in which therapist will be unavailable and be provided the phone number of a covering therapist as needed.

TERMINATION PROCESS

The length of the entire therapy process is dependent on the type of therapy provided, goals of treatment, and though the decision to end our work together is meant to be a mutual process, ultimately the client may decide regarding whether to continue. Prior to any termination, it is important that we be able to reflect on work completed, assess what is left unfinished, discuss any remaining interpersonal dynamics, as well as assist you in formulating your next steps as you leave therapy.

Your responsibility as a client is to make a good faith effort to fulfill the treatment recommendations to which you have agreed. If you have concerns or reservations about my treatment recommendations, I strongly encourage you to express them so that we can resolve any possible differences or misunderstandings. If during our work together I assess that I am not effective in helping you reach your therapeutic goals, I am obliged to discuss this with you and, if appropriate, terminate treatment and give you referrals that may be of help to you. If you request it and authorize it in writing, I may talk to the psychotherapist of your choice (with your permission only) in order to help with the transition.

Should you fail to schedule an appointment for three consecutive weeks, unless other arrangements have been made in advance, for legal and ethical reasons, I must consider the professional relationship discontinued and services terminated.

Former clients are always welcome to get back in touch to set up a new appointment to talk about continuing services or to address new situations in their lives.

Cat Maness, MA, LMFT (MFC 92638)

Licensed Marriage and Family Therapist

By signing below I am agreeing that I have read, understood, and agree to Ms. Maness's Practice Policies and agree to comply with them. I understand that these policies are available on Ms. Maness's website but that I may always request a hard copy if I am unable to access them.

Client 1:

Printed Legal Name:

Client Signature

Date

Client 2:

Printed Legal Name:

Client Signature

Date

Therapist:

Cat Maness, MA, LMFT (MFC 92638)

Date