

Vonda (“Vondie”) Lozano, Ph.D. LMFT
Licensed Marriage & Family Therapist
License #MFT 28571
260 Maple Court, Suite 127, Ventura, CA 93003
(805) 585-0838

**Administrative Policies
(Informed Consent)**

I’m a licensed Marriage and Family Therapist with 20 years of therapy experience. I’m also a Certified Hypnotherapist. I’m looking forward to getting to know you and to our work together. The following represents my administrative policies regarding our client-therapist relationship.

Contact Information

If you need to reach me just leave a message at (805) 585-0838. This is my cell phone number so confidentiality can’t be guaranteed. I return non-urgent calls Monday through Friday, usually within 24 hours. If you have an urgent need to reach me, please let me know in your message.

If you have a life-threatening emergency, call 911 or go to the nearest Hospital Emergency Room.

I’m also including some additional resources if you are in crisis:

Ventura County Mental Health and Suicide Prevention 24-hour Crisis Hotline 1(866) 998-2243
National Suicide Prevention Hotline 1(800)273-8255
Hillmont Psychiatric Hospital (805) 652-6729

*Note: You’re welcome to get my newsletter, read my blog or subscribe to my social networking feeds (such as Facebook, twitter, linked in, YouTube, Pinterest). However, I don’t do email, text or social networking as part of our therapy relationship. If you need to reach me call me at the (626) 215-2527 number.

Therapy Sessions

Our sessions start on time. Talk sessions are 50-minutes. General hypnotherapy sessions are 50-60-minutes. Past Life Regression sessions are 2 to 2 ½ hours. Groups with six to eight members last 90-minutes. Groups with four to five members are 75-minutes.

Sessions are typically scheduled once a week at the same day and time. More or less frequent sessions may be indicated depending on the nature and severity of your concerns. Group counseling sessions are scheduled in advance at the same day and time for the duration of the group.

Your consistent attendance greatly contributes to a successful outcome. You are required to be free of drugs and/or alcohol at the time of the sessions. If you are in group therapy, it is requested that you not become intimately involved with other group members during the course of the group.

Confidentiality

Your therapy sessions are generally confidential. Exceptions to confidentiality include, but are not limited to information related to child abuse, elder abuse, homicide or suicide.

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Group counseling members are asked to respect the confidentiality of other group members, including their membership in the group. Group members are also asked to refrain from discussing group sharing with other group members outside of group. This enhances the group dynamics. Also, if you are in individual counseling and group counseling, at times the issues may overlap and we may discuss information from your individual counseling within the group counseling sessions.

I may find it helpful to consult with other licensed professionals on occasion. I make every effort to avoid revealing your identity. The licensed professional is also bound by confidentiality.

I frequently teach, speak and write about relationships and other topics. These topics may pertain to many different people. However, your confidentiality is maintained. And your individual identifying information is not used. This may include, but is not limited to university instruction, seminars, meetups, audio workshops, books, e-books, email newsletters, blogs and websites. If you have any questions or concerns about this, please let me know.

“No Secrets” Policy

Although your therapy sessions are generally confidential; *if I am working with you as a member of a couple or family* I will not “keep secrets” from your partner or family. Although on rare occasions I may have an individual session with you, without your partner or family members present, any information that I deem clinically appropriate will be shared with your partner or family members at my discretion.

Fee for Therapy/Hypnotherapy

The fee for a 50-minute talk therapy session or a 50-60 minute general hypnotherapy session is \$150. The fee for a 2 to 2 ½ hour Past Life Regression session is \$300. Periodic fee increases are to be expected. Shorter or longer sessions are pro-rated based on the hourly rate. Payments for in-person sessions are required at the time of each session unless other arrangements have been made. Please have your payment ready at the beginning of the session to facilitate bookkeeping procedures. You may pay by check, cash or credit card.

The fee for an eight-week relationship group with is \$600. However a discounted rate of \$500 is currently available. Payment is due in advance. If an installment plan is arranged the first payment is due prior to the initial group session.

Fee for Telephone Calls & Other Services

Telephone calls and other services will be charged on a pro-rated basis, based on the \$150 hourly rate. This includes, but is not limited to report-writing, travel time, and phone calls between sessions (calls with you or on your behalf, in excess of 10-minutes). Frequent calls may indicate that additional sessions are needed.

Insurance & Payments

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I’m happy to provide a superbill to you for each session. The superbill will include diagnostic and other pertinent information. However, submission of claims for insurance reimbursement is to be handled by you. A copy of the superbill can be submitted with your insurance claim sheet. Insurance plans generally limit coverage to certain diagnosable mental conditions. I can’t guarantee whether your insurance will provide payment for the services provided to you. Therefore, it is your responsibility to verify and understand the limits of your insurance coverage. The amount due is your responsibility. Please let me know if you have any questions and concerns. If for some reason you find that you are unable to continue paying for your therapy, you should let me know immediately. I will help you consider your options at that time.

Overdraft

There will be a 35.00 charge for all returned checks.

Cancellation Policy

I reserve your session time especially for you. *Therefore any session cancelled without 48 hours advance notice will be charged at the full session rate.*

Please call me if you’re going to be late. Otherwise, if you’re more than 15- minutes late, I will assume you’re not going to make it and may leave the office. (Sometimes we can arrange to do a talk session over the phone. Phone sessions aren’t available for those in couples, family or group therapy.)

Group sessions are paid for in advance and no refunds or make-up sessions are given for missed group sessions.

The Therapy Process/Potential Risks &Benefits

Therapy is a unique experience. It is important to note that therapy may arouse strong feelings as you begin to work through significant issues. This does not mean you are not improving. On the contrary, it can be a sign of significant healing and growth.

It is my intention to provide therapy to help you reach your goals, based on the information you provide and the specifics of your situation. However, it is a partnership between you and me and you have the right to agree or disagree with my recommendations. Therefore if you have any questions, or concerns, please let me know so we can address them.

Termination of Therapy

You can discontinue therapy at any time. However, it’s a good idea for us to discuss this in advance and have a final session or sessions to bring closure to our work together. Also, if for any reason, either you or I feel that our relationship is not a good fit and/or you are not benefitting from therapy, it would be appropriate to talk about it and consider alternatives at that time. These may include referrals, changing your treatment plan or termination of therapy.

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Bathrooms

The code for the women’s bathroom is 864. The code for the men’s bathroom is 579.

Acknowledgement

Your signature indicates that you have read this agreement for services carefully and understand its contents. Please let me know if you have any questions or concerns that we need to address before you sign.

I’m really looking forward to our work together.

Vonda “Vondie” Lozano, Ph.D., LMFT
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Date

Client’s Signature

Date

Client’s Signature