

Myles L. Cooley, Ph.D., ABPP
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OFFICE POLICIES & CONSENT TO EVALUATION / TREATMENT

Before you (or your child, both hereafter referred to as “you”) begin an evaluation or psychotherapy with Dr. Cooley, it is essential that you understand his office policies, procedures, and financial arrangements. Please read this information, ask any questions you might have, and sign at the bottom.

APPOINTMENTS

Initial consultations will last one hour. Subsequent consultations or therapy sessions last 45-50 minutes. Psychoeducational testing sessions vary in length depending on the type of evaluation.

You will receive a reminder phone call at a home or cell phone prior to your appointments unless you specifically ask not to be called. If you need to cancel an appointment, please notify the office or 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 we cannot fill the time that was reserved for you. Insurance will not be billed for missed appointments so you will be personally responsible for this fee.*** If an emergency arises after office hours, Dr. Cooley's voice mail message has instructions on how to page him.

EVALUATION/TREATMENT

If you are seeking an evaluation, you will learn information that may cause a variety of positive and negative emotional reactions. If you are seeking psychotherapy/counseling, it is important for you to know that there are many types of psychotherapy available today. Dr. Cooley will be glad to discuss his cognitive-behavioral orientation with you. In therapy, you are expected to request help with some issue(s) you are concerned about. Dr. Cooley will help you understand these issues by providing you with some feedback that you may respond to positively or negatively. His responsibility will be to help you understand or learn ways to respond to your concerns. Your responsibility will be to “work” outside the therapy session to use the information you are learning. The benefits from an evaluation and psychotherapy are variable and depend on many factors. Ultimately, you are in full control of what you accomplish

CONFIDENTIALITY

Issues of confidentiality are addressed in the Notice of Privacy Practices that you will review. That notice summarizes the information that is “protected” and that which Dr. Cooley is required to release if it is requested. Other information will be released to specific people only with your written authorization. . Since children have a right to privacy, information disclosed to Dr. Cooley by someone under 18 years of age will be disclosed at Dr. Cooley's discretion. Unless ordered by a court, Florida law does not require a psychologist to release information on minor children if, in the psychologist's opinion, this would not be in the children's best interests.

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 reports for schools, 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. Cooley permission to evaluate and/or treat me and/or my child.

Patient (Print)

Signature of patient (if over 18), parent or legal representative

Date_____