

Statement of Understanding for Consent for Therapy at Dialectical Behavior Therapy Center of San Diego (DBTCSD)

Before beginning therapy at DBTCSD, it is important to fully understand what therapy will involve and the policies and procedures of the clinic. Please read this and ask for clarification if necessary before you sign. We keep a copy of this consent form at www.dbsandiego.com

Our Approach to Psychotherapy

Our therapy approach is cognitive-behavior therapy (CBT), which is a particular kind of therapy that involves the application of findings from psychology research to help individuals change in ways they would like to change. CBT is very present-focused, based on the belief that the current environment is very important in affecting our present emotions and behavior. The procedures used in CBT are generally intended to improve the person's well-being and quality of life by expanding the person's skills, abilities, and independence, and by improving abilities for managing emotions and the situations that trigger them. There is an emphasis in CBT on monitoring and evaluating the individual's progress to determine how effective the intervention is. Two specific forms of CBT we utilize are Dialectical Behavior Therapy (DBT) and Acceptance and Commitment Therapy (ACT). All of these approaches are very similar in that they help you develop various ways to effectively tolerate and change your emotions, control your behavior, improve relationships, and build a meaningful life. You will also practice expressing yourself fully and behaving in ways that will create better relationships. In doing so, it is important for us to focus on the positive and negative interactions between us because they are often similar to how you interact with other people, which allows you to experiment with different ways of relating, and then to take it to your relationships outside of therapy.

Our Treatment Team

Milton Brown, Ph.D. is the head of the DBTCSD treatment team. Dr. Brown received a Ph.D. in clinical psychology from University of Washington in 2002 and received ten years of training in DBT from Marsha Linehan. Currently he is an associate professor at the California School of Professional Psychology at Alliant International University, for which he teach classes on cognitive behavior therapy and DBT.

DBT is a team-based treatment approach, and the team consists of staff therapists (paid employees) and clinic associates (therapists who are not employees of DBTCSD). The treatment team meets at least once per week to discuss current cases, and all therapists are available to all clinic patients when the primary therapist is needed but not available, for example in case of emergencies or out of town travel. DBTCSD staff therapists and clinic associates are listed at the end of this consent form and on our website www.dbsandiego.com.

Confidentiality

All identifying information about your treatment and treatment records are kept confidential. You can submit your personal information through our secure Google web-based intake form (on our website click on "Privacy Notice" to read the ways we protect your private electronically-stored information). It is important to be aware that e-mail communication, especially non-encrypted e-mail, can be easily accessed by unauthorized users which can violate your confidentiality. The law requires that we keep your records for at least seven years following treatment.

Because we teach off-site psychology workshops and courses, we occasionally present cases to off-site non-clinic mental health professionals and trainees. We may discuss your case with them without sharing any identifying information. These students/interns are also bound by law and the ethics of our profession to keep all such case material confidential.

There are some exceptions to confidentiality according to state laws:

1. If you tell us, or we suspect, that a child, elderly person, or disabled person is being abused, either by neglect, assault, battery, or sexual molestation, or other forms of maltreatment, we are required by California state law to report our suspicion of such abuse to the appropriate state agency.
2. If you seriously threaten to harm someone else, we have the legal duty to warn that person and the police.
3. If you seriously threaten to harm yourself, we may need to contact the police and/or a family member.

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4. If your records are subpoenaed by an attorney, they will not be released without your written consent. However, they must be released if a court order signed by a judge orders us to do so.
5. If you are using insurance, we may be asked by the insurance company for ongoing treatment reports. These would include a diagnosis, a summary of treatment to date, and plans for future sessions.

At DBTCSD, we continually strive to improve our understanding of the problems we treat and the ways to help people change. We sometimes statistically analyze questionnaires and outcomes of our clients and publish them in scientific journals in the hopes that other treatment providers can also learn ways to improve the care they provide. In publications, we never include client names or any possible identifying information.

___ Check here, if you do not consent to publication of your numeric data.

Services & Procedures

Individual therapy sessions are usually scheduled for 50 minutes, once per week. At times, sessions may be scheduled for 90 minutes or the frequency of sessions may be altered if there are indications that such changes would help reach your goals. Your primary individual therapist, but not your group therapists, will be available via telephone for helping you apply coping skills to challenging life situations.

Fees & Methods of Payment

Our fees are written on documents that we give you when we meet you in person.

When you pay the full fee in advance or at the time of service, we offer you a \$50 discount for each non-group session. The base fee for individual therapy sessions includes 15 minutes per week of telephone contact for skills coaching. There will be an additional fee of \$20 for every 10 minutes of telephone calls beyond the initial 15 minutes per week.

Group sessions are billed at the beginning of each month. At the last group therapy session of each month, clients are to pay for all group sessions in the following month. Payments are required for missed group therapy sessions, even when you notify us in advance of your absence from group. Advanced payments for missed groups will not be refunded. When you pay the full fee in advance for an entire month of adult therapy groups, we offer you a \$30 discount for each paid week of groups (a \$120 discount for each four-week bundle of adult groups). When you pay the full fee in advance for an entire month of adolescent groups, we offer you a \$50 discount for each paid week (a \$200 discount for each four-week bundle of adolescent groups).

We ask that you provide your credit card information to keep on file. In the event that your total charges exceed your total payments we will charge the full balance to your credit card. We usually only charge credit cards once or twice per month. If a credit card payment is not possible, we will suspend treatment until the unpaid balance drops below \$300. In the event that you end treatment (e.g., no sessions in 30 days) we will charge your credit card for all remaining unpaid charges. The fee for returned checks is \$40.

If your health insurance plan covers psychotherapy, we will provide a statement that can be submitted to your insurance company. Unless otherwise specified, we expect you to pay the full fees billed and to obtain reimbursement for the insured portion from your insurance company. Unpaid balances may be reported to a credit bureau, collection agency, or small claims court following reasonable attempts at collection. In most collection situations, we report that that an unspecified psychological service was provided to the patient.

Client's signature: _____ Date: _____

Scheduling Sessions

If you need to change or cancel an individual therapy session leave your therapist a telephone message (see Contact Information section, below). If you do not show up for a scheduled individual session, you will be charged a \$100 fee unless you have canceled it 24 hours in advance. The late cancellation charge for individual therapy sessions will be waived if you cancel due to physical illness or an emergency and you leave your therapist a phone message as soon as possible; however, the fee will not be waived more than once every four months. Cancellations made via email will not be honored, and will still incur the \$100 fee. Payment is required for all missed group therapy sessions, however, regardless of your reason for missing, even when you notify us in advance of your absence from group. The group therapy fee will not be waived. If you are late for a session, the remaining minutes can be used for therapy. If at any point you have not attended a DBTCSD individual therapy session for more than 30 consecutive days, for any reason, we will end your treatment at DBTCSD. In such case, to resume therapy you will need to sign a new consent form, and until you officially resume therapy by attending another therapy session, DBT therapists will not be available to you for skills coaching phone calls or crisis management.

Emergencies

Generally, first call your primary individual therapist when emergencies arise. When your primary therapist is out of town or otherwise unavailable for extended periods of time, you can call other DBTCSD therapists (all phone numbers are listed at the end of this consent form). We may not always be available to you immediately by telephone but for emergencies you can expect a call back within about two hours. If you have a clinical emergency, you can also call the Crisis Line at 1-800-479-3339. If you believe you cannot maintain your own safety and life until we are in contact, or it is a medical emergency, we expect you to telephone 911 or go to a hospital emergency room and discuss your current situation and the possibility of admission to the hospital's psychiatric unit. We require that you notify us via telephone of psychiatric emergencies and that you do not communicate emergencies to us via email or telephone text messages.

Therapy Termination

Clients who miss four consecutive weeks of individual therapy sessions (or four consecutive groups) will not be allowed to continue in individual DBT or skills training for a period lasting up to six months. When this happens, clients can apply to reenter our DBT program. We ask that planned absences be discussed with the primary therapist far in advance if the absences will result in missing more than two weeks of therapy.

Audio Recording

The audio and video of assessments and treatment sessions will be digitally recorded and stored on a computer server at DBTCSD. The computer has strong pass-word protection and the door to this room is kept locked when not in use. Phone calls will be audio recorded if we believe you are at high risk for suicide, self-injury, or other serious behaviors. The primary purpose of these recordings is to enable us to provide the highest quality services to our clients. DBT is a team-based therapy in that all therapists receive consultation or supervision from other DBTCSD therapists, which involves occasionally reviewing therapy sessions in our weekly team meeting. You have the right to request certain sessions not be recorded, and to review your recordings and delete any portions you may wish to delete. We will never show your sessions to anybody other than current DBTCSD therapists unless we first get your written permission to do so. We will occasionally transcribe parts of your sessions, and will modify the written text to protect your identity. The video and audio recordings will be kept for one month, after which the files will be permanently deleted.

___ Check here, if you do not consent to your sessions being recorded - Logged in

Disc of Educational Audio/Video Recordings

Most clients will be given a DVD with digital recordings of videos of coping resources, including DBT skills training videos. We intend to only lend you the disk and ask that you return it before ending therapy with us. We are not authorized to give away these copy-righted materials.

Risks of Psychotherapy

Psychotherapy is a complex process, and no guarantees can be made about it or that you will benefit from it; it is even possible that adverse effects can occur. This might include some worsening of symptoms or interpersonal difficulties. At any time you may ask us to explain the approach and techniques, and we will be

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glad to explain them. If you have any concerns about your treatment, please raise these with one of us. You may also choose to end treatment at any time – we only ask that you discuss this with us in advance so that we can try to work out any problems between us. If there are other therapists or alternative treatments that might better serve you, we will discuss these with you at that time.

I have reviewed the above information and have had an opportunity to ask questions. I have received a copy of this agreement, and will read it thoroughly before my second session and ask questions to clarify the conditions under which I consent to treatment.

Furthermore, I give DBTCSD permission to thank _____ for sending me to DBTCSD.

Client's printed name(s): _____

Client's signature: _____ Date: _____

Client's signature: _____ Date: _____

Parent's printed name(s): _____

Parent's signature: _____ Date: _____

Parent's signature: _____ Date: _____

1/6 1/5 1/4 1/3 1/2

AG KD MM JL MB

Release of Information for Billing Purposes

Some people request we send bills or payment summaries to their insurance company or to family members or other people who will pay for their therapy. By signing below, you authorize me to provide specific information on bills or payment summaries. Sometimes insurance companies request additional clinical information such as treatment plans or summaries, before they will provide reimbursement. This information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, we have no control over what they do with it once it is in their hands. You should know that insurance companies do sometimes share information with each other (or ask you to release it), and that sometimes this information may affect your ability to obtain life insurance, coverage for “pre-existing conditions,” etc. In some cases, they may share the information with a national medical information databank. We make every effort to protect your privacy and to minimize the details we release.

I authorize DBT Center of San Diego to provide the following information (those circled “Yes” below)
to _____ (name) at _____ (address & phone)
_____ (email address)

No Yes name, date of birth, home address

No Yes all fees and fee descriptions

No Yes all diagnosis codes, except for _____

No Yes treatment plans and summaries and other basic information about your presenting problems.

Insurance Coverage

We are currently not contracted as an in-network provider with any insurance company. Therefore, we do not generally submit insurance claims or bill insurance companies, and we request that you pay the full fee for each session in advance or at the time of service, as specified on page 2. It is your responsibility to verify how much your insurance company will reimburse you when you submit your claims. We do not guarantee how much your insurance company will reimburse you. The only exceptions are that we will agree to collect from you only your copay if we sign a contract with your insurance company (e.g., a single-case agreement).

If we agree to bill your insurance company, we will follow these procedures:

1. We do not bill insurance for first sessions. We will submit insurance claims starting with your second session.
2. In the event that we do not receive payment from your insurance company within 60 days of your second session, we will suspend your services at DBTCSD until we receive payment.
3. We will charge the full balance to your credit card in the event that your total charges exceed your total payments by more than \$400, or if you owe more than \$160 in copays, and we will add a 3% late fee. If a credit card payment is not possible, we will suspend treatment until the balance drops below \$400.
4. In the event that we never receive full payment from your insurance company, you will be responsible for paying for all unpaid charges.

Insurance companies will not pay for telephone calls, missed therapy groups, late cancellation fees, and some other sessions. You agree to pay out-of-pocket the full fee for the following services when your insurance company does not reimburse you for the following:

1. Each individual session (e.g., CPT codes 90834, 90846, and 90876) that you do not attend when you fail to cancel 24 hours in advance.
2. Group therapy sessions (e.g., CPT code 90853) that you do not attend, while you are enrolled in a DBT therapy group, even if you cancel in advance. This billing policy is on pages 2-3 of this consent form.
3. Phone calls according to fee schedule specified on page 2 of this consent form.
4. Multiple therapy sessions that you attend on the same day.
5. DBT sessions you attend on the same day as sessions with psychiatrists or other therapists, or DBT sessions you attend on the same day as inpatient treatment.

Client’s signature: _____ Date: _____

DBTCSD Treatment Team

The DBTCSD treatment team is headed by Milton Brown. Dr. Brown received a Ph.D. in clinical psychology from University of Washington in 2002 and completed two years of post-doctoral training in clinical psychology and behavior therapy at the Behavioral Research and Therapy Clinics (University of Washington). During these positions he received ten years of training in DBT from Marsha Linehan. He completed his clinical internship at the Veteran Affairs Palo Alto Healthcare System, which included training at the National Center for Post-traumatic Stress Disorder. Currently he holds a position as an assistant professor at the California School of Professional Psychology at Alliant International University, for which he teach classes on cognitive behavior therapy and DBT. His clinical work and research focus on the evaluation and treatment of anxiety disorders, borderline personality disorder, shame, and self-hatred. He holds an active psychology license in the state of California (Lic # PSY20785).

Staff Therapist Employees

Amanda Gutierrez received a Psy.D. in clinical psychology from Azusa Pacific University in 2009, and completed her post-doctoral training at the Sharp Mesa Vista Hospital DBT Intensive Outpatient Program. 2005-2006 she worked at the DBT program at Harbor Medical Center at University of California at Los Angeles. She holds an active psychology license in the state of California (Lic # PSY23873).

Kristen Dahlin is working towards her Ph.D. in clinical psychology at the California School of Professional Psychology, having already received a M.A. in Psychology. She has worked with adults with a variety of disorders including personality disorders. She is currently registered in California as a psychological assistant (PSB94020548), but is not yet licensed. Her clinical work is supervised by Dr. Brown.

Jason Langlois received a Ph.D. in clinical psychology from the California School of Professional Psychology. He has experience in treating adolescents and adults with BPD, depression, anxiety disorders, substance use, self-injury, and criminal behaviors. He has extensive experience with suicidal adolescents. He is currently registered in California as a psychological assistant (PSB94020986), but is not yet licensed. His clinical work is supervised by Dr. Brown.

Meredith Meyer received a M.A. in Marriage and Family Therapy from the University of San Diego. She has helped create, implement, and run our parent training groups. Her special interests are working with couples and families in distress. Meredith has also completed intensive clinical training at Sharp Mesa Vista Hospital. She is currently registered in California as a Marriage & Family Therapy Intern (IMFT #77585), but is not yet licensed. Her clinical work is supervised by Dr. Gutierrez and Dr. Brown.

Maritza Contreras-Rivera received a M.A. in Marriage and Family Therapy from the University of San Diego. Maritza completed her clinical training in the Senior Intensive Outpatient Program at Sharp Mesa Vista Hospital. She is currently registered in California as a Marriage & Family Therapy Intern (IMFT #85418), but is not yet licensed. Her clinical work is supervised by Dr. Gutierrez and Dr. Brown.

If you wish to make a complaint about our activities as therapists you can contact the California Board of Psychology (866-503-3221) or the Board of Behavioral Sciences (916-574-7830 www.bbs.ca.gov).

Clinic Associates

Leslie Karwoski Anderson (Lic # PSY 24069) received a Ph.D. in clinical psychology from the University of Kansas in 2007, began training in DBT on her internship at Duke University, and 2007-2010 received DBT training at the DBT Center of Seattle. She works at the Department of Psychiatry at the University of California at San Diego. Dr. Anderson is an associate of DBT Center of San Diego, but is not an employee.

Contact Information

Milton Brown	858-349-
Amanda Gutierrez	619-861-
Kristen Dahlin	619-663-
Jason Langlois	858-774-
Meredith Meyer	760-214-
Maritza Contreras-Rivera	760-717-

Dr. Brown emergency number:
619-356-