

Change and Maintain
16 Clarke Street, Suite B5
Lexington, MA 02421
508-203-1069
danielle.barry@changeandmaintain.com

PRACTICE POLICIES

APPOINTMENTS AND CANCELLATIONS Please remember to cancel or reschedule 24 hours in advance. You will be responsible for a \$100 no show/last minute cancellation fee if cancellation occurs within less than 24 hours of the scheduled visit.

The standard meeting duration for psychotherapy is 45 minutes, and the meeting starts at the scheduled appointment time. If you are late for a session, you will lose the session time that elapsed between the scheduled appointment time and your arrival, but you will be charged for the full appointment.

Cancellations and re-scheduled initial intake or therapy sessions will be subject to the \$100 charge if **NOT RECEIVED AT LEAST 24 HOURS IN ADVANCE**. This is necessary because a time commitment is made to you and is held exclusively for you.

If you no show or cancel within 24 hours of an assessment appointment (ADHD or bariatric), you will be charged for the first hour (\$250), and the appointment will not be rescheduled.

TELEPHONE/EMAIL ACCESSIBILITY. If you need to contact me between sessions, please send an email or leave a message on my voice mail. The email listed above is HIPAA compliant. I am usually not immediately available, but I will attempt to return your call within 24 hours. Any email exchanges or phone conversations between sessions will be brief, and psychotherapy will not be provided during these calls. If a true emergency situation arises, please call 911 or any local emergency room.

SOCIAL MEDIA AND TELECOMMUNICATION Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, X, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet, and we can talk more about it.

ELECTRONIC COMMUNICATION I cannot ensure the confidentiality of any form of communication through electronic media, including email and text messages. If you prefer to communicate via text messaging for issues regarding scheduling or cancellations, I will do so, but I cannot guarantee immediate response and request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies.

TERMINATION Ending relationships can be difficult. Therefore, it is important to have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. I may terminate treatment after appropriate discussion with you and a termination process if I determine that the psychotherapy is not being effectively used or if you are in default on payment. I will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, I will provide you with a list of qualified psychotherapists to treat you. You may also choose someone on your own or from another referral source.

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.

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.