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POLICIES

As a Licensed Clinical Social Worker in the Commonwealth of Virginia, I adhere to all laws related to my profession, and regulations and ethical standards promulgated by the Virginia Board of Social Work and the National Association of Social Workers. I also abide by HIPPA Standards.

CONFIDENTIALITY POLICY

All written and verbal information obtained from services rendered will be kept completely confidential, and will not be released to anyone without your written authorization with the following exceptions:

When 1) there are concerns about child abuse or neglect; 2) there are concerns about the threat of harm and safety to you or anyone in your family, or I deem that you may be a threat to the physical safety of another human being; or 3) I am under a court subpoena. If I am served a subpoena for a court proceeding, I will attempt to have it removed, but, if forced by law to do so, I will have to testify and or produce records for the court.

Virginia statute 20-124.3:1 protects the records and treatment information between a mental health provider and client for custody and visitation proceedings. Therefore, I cannot be forced to testify in a custody or visitation matter, according to my best understanding of the law.

It is my policy to decline any type of request to give court testimony for any reason (unless forced to by a court of law) as this invasion into the confidential nature of psychotherapy has the potential to contaminate the therapy. If subpoenaed I will utilize legal means available to squash the subpoena.

Should a court appearance be unavoidable, court appearance, time waiting in court to testify, and court preparation will be charged at the rate of \$200 per hour. A retainer will be required.

FEES AND PAYMENT POLICY

Payment is requested at the session or at the beginning of the contract period. My official hourly fee is \$125 per hour. When statements are created for insurance, or third party purposes, the statement will reflect this official fee. In practice, however, I offer the session for 1.5 hours at \$125 to compensate for the fact that I am not an insurance provider, and for compatibility with my therapeutic model. Essentially I offer 30 minutes of time per session gratis. The initial official consultation is \$145 per hour, and is offered at the same gratis policy of \$145 for 1.5 hours.

Exceptions to the official fees can be considered on a case by case basis.

INSURANCE

Though I am not an insurance based provider, that is, I am not on any insurance networks, nor do I enter into any agreements with insurance companies or third party payers, I can offer a statement which has the necessary codes to obtain "out of network" reimbursement. The client must take responsibility for knowing whether his/her policy provides this reimbursement, and the procedures to file the claim. This is between the client and his/her insurance company. The client pays me at the session, receives a statement, and files the claim directly with the insurance company.

TAX CREDIT

Services are considered medical treatment and therefore qualify for tax credits for medical accounts or special tax credit programs such as beneplus.

EXTENDED SESSIONS

Longer sessions are available to allow for deeper work or to accommodate out of town clients. Time beyond the standard 1.5 hour session will be prorated on the official hourly fee (not the gratis fee).

EMAIL AND PHONE SUPPORT

A minimum amount of email and phone support between clinical sessions is customary and a part of the paid session fees. Sometimes support is needed between sessions which goes beyond the customary amount of time. When extended email or phone support is needed, there will be clinical charges prorated on the official hourly rate. This will be discussed with the client before charges are incurred.

REVIEW OF REPORTS OR RECORDS

A minimum amount of reviewing of clinical documents from previous treatment or evaluations is a customary part of the session fee. When an extensive amount of review is required, clinical time will be charged prorated on the hourly rate. This will be discussed with the client before charges are incurred.

CANCELLATION POLICY

Sessions cancelled less than 48 hours in advance will be charged at one-half the scheduled session fee. If sessions are cancelled or rescheduled frequently, the full fee will be charged. This will be discussed with the client in advance of charging the full fee.

HIPAA

Families United adheres to all requirements under the Health Insurance Portability & Accountability Act (HIPAA) which is legally applicable to its practice.