

Rhythm Psychological Services, LLC
14 Pidgeon Hill Dr, Suite 320, Sterling VA 20165
Phone: (703) 852-0977 Fax: (703) 997-2347

Policy and Fee Information 2021, Consent 2023

**** Please read carefully and initial at the end of each paragraph. Please also sign and date the last page.****

Confidentiality

Everything discussed in session is strictly confidential. We will disclose information about your treatment to others only with your written authorization (release of information form). The only exceptions to this are suspected child abuse or neglect, the expressed intention to harm yourself or others, or a court order. Confidentiality and the above exceptions are determined by federal and state laws and by the ethical practices outlined by the professional licensing board. In the case of marriage counseling, should one of the couple give information without the other present, we reserve the right to use our professional judgment regarding confidentiality between the two involved. If you terminate your release, RPS, LLC reserves the right to continue coordination of care with others for 1 week after the date of termination of your release. _____

Sessions

Each session is scheduled for 40 minutes. Please be respectful of the time and ask for a 5 or 10 minute warning if you have difficulty managing the ending of our sessions. If you must cancel a session, kindly do so a minimum of **24 hours** in advance of the appointment time. _____

RPS, LLC considers all reasons for missing an appointment valid but can not make exceptions to this business policy for individual cases. You may "reschedule" a late cancellation **for another time during the same week with no penalty fee**. Scheduling for a different week that **does not** waive any fee for a late cancellation charge. **If cancelling with less than 24 notice or not showing for your scheduled appointment, there is a \$50 fee**. This cancellation policy is standard practice for most PhD clinicians in VA, MD and the District of Columbia. _____

Please do not leave children under the age of 10 unsupervised in the waiting room or expect young children to sit in on your session. If you bring young children to the office I will not be able to meet with you and you will be billed according to this contract. *This time is for you and should be free from distraction. Please do not bring pets or bicycles into the office.* Cell phones are prohibited from use in the waiting area. **NO RECORDING (audio or visual) OF ANY SESSIONS OR CONSULTATIONS.** RPS reserves the right to terminate immediately if we find out that any kind of recording was done while on RPS premises. _____

Electronic Communication

You will receive communications, notices, and documents from Rhythm Psychological Services through electronic means, including but not limited to email, text message, online portals, and other digital platforms. You may withdraw your consent to electronic communications at any time by providing written notice to Rhythm Psychological Services. Electronic communications may contain confidential or sensitive information. While reasonable security measures will be taken, electronic transmission may carry risks, including unauthorized access or interception. It is my responsibility to maintain updated contact information and ensure I have the necessary technology to receive such communications. _____

Telephone Calls

We do not charge for **brief** (less than 15 minutes) telephone conversations to schedule, change or confirm appointments. Our office will return telephone calls within 48 business hours. Evening and weekend calls will be returned as soon as our team is available. In your message, please be sure to leave your telephone numbers and the date and time of your call as well as when you can be reached. If you have an emergency and can not wait for our return call, go to your nearest emergency room or call your local community services board emergency number. We will do telephone sessions in emergencies at the rate of \$200.00 per half hour if a clinician is available. When our clinicians are out of town, there will be a clinician covering for them and this information will be left on our voicemail. If you need telephone time with the clinician on call, you will be billed for this time at the rate the clinician normally charges for his/her time. The minimum amount of billing time is in 15 minute intervals. **Please refrain from using cellular phones in the waiting area of this office.** _____

Letters and Reports

RPS, LLC has 5-7 business days to complete all requests for letters and correspondence to coordinate care with those indicated on your release forms. You will be billed at the regular hourly rate for all documents produced.

Witnessed by Dr. Saini.

Date