

# **Jan Dice & Associates PLLC**

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## **POLICIES AND CONTRACT FOR SERVICES**

### **Appointment Scheduling**

- Please make appointments and confirm or cancel them directly with Jan Dice. For your convenience, you may leave a message at the number above at any time.
- Scheduled appointments are for 50 minutes.
- Appointment “no shows” and appointments cancelled without a minimum of 24 hours notice must be paid in full. Please remember that insurance companies will not pay for “no show” appointments. Payments for missed appointments are fully the patient’s responsibility.

### **Payments/Collections**

- Please make checks payable to Jan Dice. Cash, checks and credit cards are accepted for payment. Virtual services must be paid for 24 hours prior to the appointment via PayPal.
- Payment is due at the time service is rendered except as specified above for virtual services. At time of payment, a billing receipt will be issued which will contain all information needed for insurance filing and reimbursement including diagnosis.
- Health insurance coverage varies greatly and, accordingly, no assurance of coverage can be given except through your coverage provider. The client is responsible for researching coverage availability.

### **Confidentiality**

- The information provided by you to Jan Dice is considered confidential. Your confidentiality is protected by law except under the following conditions:
  - When there is probability of imminent physical injury by the patient to self or others.
  - When waived in writing by the patient/guardian
  - When subpoenaed by a judge in court proceedings

## **Technology Assisted Virtual Counseling/Career Coaching**

Technology-assisted virtual counseling and career coaching for individuals involves the use of the telephone or the computer to enable the counselor and client to communicate when circumstances make this venue necessary or convenient. Clients requesting virtual counseling must have their initial session in person with the counselor. Session length will remain 50 minutes with payment due 24 hours prior to the session. If the session is done via the internet, the security of the session will be dependant upon encryption methods used by both parties. Emails sent outside of a counseling session will be used only for appointment setting and will be done via Jan@JanDiceLPC.com

## **Counseling/Career Coaching Process**

Counseling/Career Coaching is a highly personalized process, which offers the opportunity for problem resolution, personal growth, and an increased sense of power and responsibility in dealing with life's challenges. The process often includes identifying and setting goals, becoming more aware of self-defeating behaviors, and discovering areas or issues of life in which changes in attitude or behavior may bring about increased satisfaction, coping skills or happiness. Results from the counseling process vary by individual and the decision to enter counseling/coaching should not be made based on an expectation of guaranteed life change or improved quality of life.

## **Contract for Services**

**This contract for service is between (Client) \_\_\_\_\_ and Jan Dice, PLLC. (Client) \_\_\_\_\_ and his/her designees or affiliates agrees to hold harmless Jan Dice against any future claims, alleged damages or lawsuits.**

I have read and understand the above information and agree with its terms.

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Signature of Client or Responsible Party