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PRACTICE POLICIES AND PROCEDURES

Welcome to Erin McCarthy Shaw, Nurse Practitioner in Psychiatry, PLLC (the “NP, PLLC”). This document contains important information about the NP, PLLC’s professional services and business policies. Please read this document carefully, and review any questions or concerns with the NP, PLLC. When you sign this document, it will represent a legal agreement between you and the NP, PLLC. Please note that all practice paperwork must be completed and submitted to the NP, PLLC prior to the first visit being scheduled.

I. SERVICES PROVIDED BY THIS PRACTICE

COMPREHENSIVE PSYCHIATRIC EVALUATION. All clients begin treatment with a comprehensive psychiatric evaluation. During this visit, we will discuss your reasons for seeking treatment and review your current symptoms; past medical, psychiatric, and social history; and any other information relevant to your care. To the extent possible, the NP, PLLC will offer you some first impressions of what our work might include and if appropriate, medication may be started at this visit. When medications are recommended, you will be informed of possible benefits, risks, and alternative methods of treatment. If the identified client is a minor, parents or legal guardians may be asked to participate in the evaluation for the purpose of obtaining information and providing necessary consent to treat. However, it is the NP, PLLC’s policy to provide parents or legal guardians with general information regarding a minor’s treatment, unless the NP, PLLC has concerns about welfare and safety. The NP, PLLC will make every effort to limit the evaluation to one visit. However, please be advised that additional appointments and/or time may be required to complete the assessment. (Please refer to pages 3-4 for the Billing and Fee Schedule.)

PSYCHOPHARMACOLOGY/MEDICATION MANAGEMENT. Medication(s) may be indicated when your mental health symptoms are not responsive to psychotherapy alone. When a mental health problem markedly impacts your ability to work, attend school, maintain interpersonal relationships, or properly care for your basic needs, medication may offer much needed relief.

- If the NP, PLLC determines that medications are indicated for your mental health symptoms, the NP, PLLC will educate you about your available options. The NP, PLLC will present this information in language that you can understand. You will be provided with a basic understanding of how the recommended medication(s) work(s); the dosage and directions for use; and possible risks and benefits of pursuing this form of treatment. By the end of the discussion, you should be able to make an informed decision regarding whether medication management is right for you.
- Typically, the NPP, PLLC meets more frequently (e.g., Every 1-3 weeks) with a client during treatment initiation; when a medication is started or changed; and/or until we agree otherwise.
 - With few exceptions, controlled substances will not be refilled outside of a scheduled appointment, as these medications require close and careful monitoring.
 - If you are not prescribed a controlled substance by this practice, you must meet with the NP, PLLC at least once every four months to remain active.
 - If you have not been seen within that time frame and have not made arrangements otherwise, you will be automatically scheduled for a 45-minute reassessment. However, if you’ve

communicated with the practice and your follow-up appointment is delayed due to minor scheduling issues, this will not trigger the reassessment. It is important to note that not everyone is a good candidate for medication therapy.

- Such therapy requires strict adherence to recommended dosing and directions, regular follow-ups, and sometimes, blood tests and/or EKGs. Your ability to adhere to treatment will be taken into consideration when making the decision to prescribe any medication.
- While supportive therapy and psychoeducation are part of medication management, traditional psychotherapy, talk therapy, and counseling services are not routinely offered by this practice, unless agreed otherwise.

Behavioral health treatment involves a noteworthy commitment of time, money, and energy. While clients and/or parents/legal guardians can expect benefits from treatment, it is important to understand that the NP, PLLC cannot guarantee a particular outcome. Please be advised that psychiatric treatment can sometimes cause upsetting feelings to emerge, and sometimes, a client's problems may temporarily worsen before improving. You should be thoughtful about the psychiatric provider you select. If you have questions or doubts about participating in behavioral health treatment, or specifically, working with the NP, PLLC, please notify the office of your concerns, so that we can discuss appropriate next steps in your care. If, during the first five sessions, the client, parent/legal guardian, and/or the NP, PLLC determine that this practice will not be a good fit for the identified client's needs, we will discuss these issues, and appropriate mental health referral options will be provided.

_____ By initialing here, I acknowledge that I have reviewed and understand the information detailed in *Section I. Services Provided by this Practice.*

II. BILLING AND FEES.

| Psychopharmacology Services | Fees |
|---|---|
| Psychiatric Evaluation (Up to 90 minutes) | \$400 |
| Psychiatric Evaluation (91-105 minutes) | \$500 |
| Psychiatric Evaluation (106 - 120 minutes) | \$600 |
| Medication management with supportive therapy and psychoeducation (Up to 30 minutes) | \$200 |
| Extended medication management with supportive therapy and psychoeducation (31-45 minutes) | \$300 |
| Meetings with parents or family members (with or without the client present) via phone or telemedicine. | \$400 per hour, prorated in 15 minute increments according to time spent. |
| Phone calls ≤ 10 minutes in length. | Free |
| Phone calls ≥ 11 - 15 minutes. | \$100 |
| Phone calls ≥ 16 - 30 minutes. | \$200 |
| Phone calls ≥ 31 - 45 minutes. | \$300 |

If any service requires additional time, beyond what is listed above, clients will be automatically charged the the NP, PLLC's hourly rate of \$400, prorated in 15 minute increments.

OTHER PROFESSIONAL SERVICES. The NP, PLLC reserves the right to charge for additional professional services. Examples of additional professional services include, but are not limited to: completion of reports, letters, or forms for special accommodation services; writing reports or letters for psychiatric clearance to return to school or work; writing reports or letters to agencies, other professionals, schools, and insurance companies; preparation of records or treatment summaries; email responses or exchanges that require more than 15 minutes of the the NP, PLLC's time; and time spent performing any other requested, appropriate professional service.

Please note that the NP, PLLC **will not** provide letters or certifications for emotional support animals or service animals under any circumstances. Such letters of certification require evaluation by an impartial forensic professional.

Please be advised that fees for phone calls and additional professional services may not be eligible for reimbursement through your insurance plan.

Fees are subject to change and clients will be notified accordingly.

FORENSIC AND LEGAL SERVICES. The NP, PLLC does not participate in legal proceedings - of any kind - on a client's behalf, unless compelled to do so by subpoena or court order. If you become involved in legal proceedings that require the the NP, PLLC's participation, you will be expected to pay the the NP, PLLC's hourly rate, prorated according to time spent, for all of the the NP, PLLC's professional time, including, but not limited to: preparation, depositions (including wait time), telephone time, transportation costs, court appearances (including wait time), report writing, and consultation and supervision, even if the the NP, PLLC is called to testify by another party. Travel time will be billed at the NP, PLLC's hourly rate, prorated according to time spent portal to portal, plus mileage, according to the annual IRS rate.

INSURANCE. The NP, PLLC does not participate in any insurance plans, and is considered self-pay or out-of-network. Your insurance carrier may provide full or partial reimbursement - sent directly to you - for out-of-network services when you submit a superbill, or a detailed invoice outlining your diagnosis(es) and the services rendered. Superbills can be retrieved through the client portal or sent directly upon request. If you intend to seek reimbursement through your insurance company for services rendered by this practice, the NP, PLLC recommends that you contact your insurance company before you establish care with this practice, so that you are familiar with your plan's out-of-network reimbursement rates and benefits. Seeking reimbursement from your insurance company is entirely your choice and responsibility. This practice will not submit any claims for reimbursement on your behalf. Additionally, you - not the insurance company - are responsible for full payment of the NP, PLLC's fees at the time of service. You should also be aware that your insurance company may request that you authorize the NP, PLLC to provide additional clinical information in order to reimburse you for out-of-network services. Additional clinical information may include progress notes, treatment summaries, or in rare instances, copies of your entire record. This information will become part of your insurance company's files. Though all insurance companies claim to keep such information confidential, the NP, PLLC has no control over what they do with this information. It is important to remember that submitting superbills for reimbursement is optional.

Finally, if you are an uninsured or self-pay client, you have the right to request a Good Faith Estimate of expected charges prior to receiving services.

PAYMENTS. The NP, PLLC only accepts contactless payments and an active credit card on file is required to hold each appointment. Payment is required at the time of service and your credit card will be charged on the day of your appointment. (Payment schedules for other professional services will be discussed and

agreed upon as requested.) Your credit card information will be kept confidential and secure. It is stored offline in a locked, secure storage system within our practice. It is your responsibility to notify the NP, PLLC immediately if there are any changes to your name, address, phone number(s), and/ or credit card information.

DELINQUENT ACCOUNTS AND COLLECTIONS. You are solely responsible for paying the NP, PLLC's professional fees, regardless of whether they are covered by your insurance carrier. Payment is required at the time of service and your credit card on file will be charged accordingly. If your credit card is declined, you will be notified via phone or the client portal, and asked to provide updated payment details. Clients with delinquent accounts, who do not provide the NP, PLLC with updated payment information upon request, and pay their previous balance in full, may be discharged following a termination procedure. Please be advised that this could also affect your ability to obtain refills from this practice. If your account has not been paid for 60 days or more, and arrangements for payment have not been agreed upon, the NP, PLLC reserves the right to refer you to another provider for ongoing treatment, in addition to using legal means to secure the outstanding payment. This may involve hiring a collection agency, which could affect credit and will include the disclosure of otherwise confidential information about your treatment. You agree to the costs of any action necessary to collect your portion of the fee due, including any court and attorney fees that might accrue. You will receive appropriate notice of efforts to obtain this debt.

_____ **By initialing here, I acknowledge that I have reviewed and understand the information detailed in *Section II. Billing and Fees.***

III. GENERAL PRACTICE INFORMATION

PRACTICE LOCATION AND TELEMEDICINE INFORMATION. Erin McCarthy Shaw, Nurse Practitioner in Psychiatry, PLLC is primarily a telemedicine-based practice. The NP, PLLC is only licensed to provide services to clients, who are residents of New York and Connecticut. Sessions are held remotely via Zoom for Healthcare, unless arranged otherwise. However, depending on the medication(s) prescribed to a client, in-person visits may be required by state and federal law. This will be determined on a case-by-case basis. Due to safety considerations and possible limitations of telemedicine, the NP, PLLC may determine that a client's symptoms and/or conditions cannot be managed remotely, and refer the client to a more appropriate level of care.

NO SHOW, CANCELLATION, AND LATE POLICIES. Appointments can be canceled or rescheduled by phone or the client portal.

While the NP, PLLC understands that emergencies occur, please understand that your appointment time is set aside especially for you and canceling with less than the minimum notice affects other clients, who could have benefited from the available appointment slot.

Clients are required to provide a **minimum of 24 hours' notice** for cancellations and reschedules. No shows and appointments canceled with less than the minimum notice will be automatically charged to your credit card on file at the full session rate. Furthermore, you will not be able to schedule another visit until the transaction is complete.

Please let the NP, PLLC know if you are running late by calling 203-349-9605 and leaving a voicemail, or by sending a message via the client portal. The NP, PLLC reserves the right to reschedule appointments for any clients who arrive 15 minutes or more after their scheduled start time. Arriving 15 minutes or more late to your appointment - without notice - will be considered a no-show and you will be charged the full session rate. Please note, if you are late to your appointment, for any reason, and it becomes necessary to go over your scheduled end time, you will be charged for the additional time. However, if your appointment start time is delayed due to the NP, PLLC running late, you will still receive your full

appointment time.

Please be aware that insurance companies do not cover no show and cancellation fees. Clients who abuse or demonstrate habitual noncompliance with this policy (i.e., Three no shows and/or late cancellations in a 12 month period) may be subject to discharge from the practice following a termination procedure.

HOURS OF OPERATION. The practice business hours are Monday through Thursday from 8 AM to 5 PM. Mondays are reserved as administrative days, and client appointments are scheduled on Tuesdays, Wednesdays, and Thursdays. The practice is closed on weekends. Appointments outside of stated business hours will be considered on a case-by-case basis. Please note that the NP, PLLC does not monitor the practice voicemail, email, and portal outside of normal business hours. Routine voicemails and portal messages will be returned within 24 business hours.

CONTACT INFORMATION. If you need to speak with the NP, PLLC during normal business hours (i.e., Monday through Thursday from 8:00 am to 5:00 pm), please leave a message on the practice voicemail or send a message through the IntakeQ portal system (<https://erinmccarthyshaw.intakeq.com/portal>). The NP, PLLC will respond to client messages as soon as possible. However, as a busy solo practitioner, the NP, PLLC is often seeing clients continuously throughout the workday. It is sometimes not possible to interrupt another client's visit to respond to messages. Please keep your phone close by and be ready for the NP, PLLC's response. Similarly, if you require assistance after hours (i.e., Weekday evenings from 5:00 PM until 8:00 AM the next morning, and weekends from Thursday at 5:00 PM until Monday at 8:00 AM), please call 1-800-544-6444 and request to speak with the on-call triage nurse.

While the practice email might seem like a convenient method of contacting the NP, PLLC, it should never be used to discuss clinical matters, such as treatment-related issues or refill requests. If this occurs, you will receive a response via the client portal, and this privacy policy will be reviewed and clarified at your next visit.

This practice has a strict "no texting" policy and will not communicate with clients via text message under any circumstances. Text messaging has been disabled on the office phone. If you text 203-349-9605, you will receive an error message and your text will not be viewed by the NP, PLLC.

Please be advised that this practice does not provide emergency services. In the event of an emergency or urgent matter requiring immediate assistance, or if you cannot wait for a response from the NP, PLLC or the after hours, on-call triage nurse, please call 911 or go to your nearest emergency room.

Please note that it is often not possible to accommodate last minute, urgent, or crisis visits. Additionally, some clients develop psychiatric disorders that require uninterrupted access to their provider (i.e., 24 hours a day, 7 days a week). Unfortunately, due to the limits of this practice, the NP, PLLC cannot adequately manage clients who require continuous access to their provider. If a client is showing signs of needing a higher level of care, the NP, PLLC will discuss these concerns with the client or parent or guardian, and refer the client to a more appropriate level of care.

Please note that phone calls will be charged according to time spent according to the Billing and Fee Schedule listed on pages 3-4 of this packet.

MEDICATION REFILLS. Refills must be requested through the PracticeQ client portal or the practice voicemail. Please allow at least 48 hours for all refill requests to be processed. Please note that controlled substances require careful and close monitoring. Under most circumstances, refills for controlled substances will not be issued outside of scheduled appointments.

CONTROLLED SUBSTANCES. In response to the COVID-19 public health emergency declared by the Secretary of Health and Human Services, the Drug Enforcement Administration (DEA) adopted policies to allow DEA-registered practitioners to prescribe controlled substances without first conducting an inperson

evaluation. The waiver is subject to change without notice and could affect the NP, PLLC's ability to prescribe controlled substances via telemedicine. (The current extension authorizes all DEA-registered practitioners to prescribe schedule II-V controlled medications via telemedicine through December 31, 2024.) However, the NP, PLLC will make every effort to provide you with advanced notice of these changes, so that we can discuss how they will impact your care. (For current information regarding the DEA's rules for the prescription of controlled substances via telemedicine, please visit dea.gov.) Under federal law, all controlled substance prescriptions must be issued for a legitimate medical purpose by an individual practitioner acting in the usual course of her professional practice. 21 CFR 1306.04(a). In all circumstances, when prescribing a controlled substance, the NP, PLLC will use sound judgment to determine that sufficient information has been obtained to conclude that the issuance of the prescription is for a bona fide medical purpose. Prior to issuing a prescription for a controlled substance, the NP, PLLC will review your controlled substance prescription history via the appropriate state Prescription Monitoring Program (PMP). You may be required to attend an in-person session prior to the issuance of a controlled substance. Furthermore, clients who receive controlled substances from the NP, PLLC may be expected to periodically meet in-person, and/or sign and adhere to a controlled substance contract. Controlled medications will not be filled early and refills of controlled substances will not be given without an appointment, unless agreed otherwise. Finally, known or suspected abuse or diversion of prescription medications may result in discontinuation of services and discharge from the practice.

OFFICE CLOSURES. If the NP, PLLC needs to reschedule an appointment due to office closure (e.g., inclement weather, sickness), she will do her best to contact you in advance via phone or the client portal. If the the NP, PLLC is unavailable due to a scheduled (e.g., Vacation; federal holiday) or unscheduled (e.g., Sickness) practice closure, and you require assistance in her absence, please call 1-800-544-6444 and request to speak with the on-call triage nurse.

_____ By initialing here, I acknowledge that I have reviewed and understand the information detailed in *Section III. General Practice Information*.

IV. PROFESSIONAL RECORDS

The laws and standards of psychiatric advanced practice nursing require that the NP, PLLC keep professional records. Treatment records are stored in the practice's HIPAA-compliant electronic health record. You are entitled to receive a copy of your treatment records unless the NP, PLLC believes that viewing them would be damaging in the assessment of the NP, PLLC. Under these circumstances, the NP, PLLC can prepare a summary for you or formally deny your request. If you wish to see your records, the NP, PLLC recommends that you review them in her presence, so that we can discuss the contents. Clients will be charged a statutory fee for responses to such requests.

Additionally, if you need to transfer your records **to or from** another provider or facility, a completed release of information (ROI) form is required. This form can be downloaded directly from our website (www.erinmccarthyshaw.com/resourcesandforms) or sent to you via the portal upon request.

Completed forms should be submitted via:

- **Fax:** 203-533-0766
- **Mail:** 15 Trieble Avenue, Suite 5, PMB 420, Ballston Spa, NY 12020

V. USE OF ARTIFICIAL INTELLIGENCE (AI)

As part of the assessment process, the NP, PLLC may use tools from third parties, such as Q-Global, Western Psychological Services, Psychological Assessment Resources, IntakeQ, and so forth.

In addition, the NP, PLLC may employ AI platforms, such as BastionGPT, to help summarize information and make written documentation more accessible to clients and their families. Anytime AI is employed,

the results are highly vetted and edited to ensure accuracy.

All companies who handle our protected health information (both named and unnamed) are HIPAA-compliant and/or have signed a business associate agreement (BAA) indicating they will protect confidentiality consistent with HIPAA regulations. There is always a small risk when data is exchanged that confidential information could be leaked.

Other uses for AI platforms that are not HIPAA compliant, such as ChatGPT, may include creating visuals, stories, or metaphors to help explain assessment results or complex concepts.

If you have any questions regarding how this practice uses technology to support the assessment or treatment process, please contact the NP, PLLC for more information.

_____ **By initialing here, I acknowledge that I have reviewed and understand the information detailed in *Section V. Use of Artificial Intelligence (AI)*.**

VI. CONFIDENTIALITY

Under most circumstances, your treatment information will be kept confidential and not revealed to others unless specific consent has been provided. There are, however, a few exceptions:

A. In New York, the NP, PLLC is legally mandated to report suspected abuse and/or neglect of minors to the New York Office of Child and Family Services. In Connecticut, the NP, PLLC is legally mandated to report suspected abuse and/or neglect of minors to the Connecticut Department of Children and Families' (DCF) Child Abuse and Neglect Careline or a law enforcement agency.

B. In Connecticut, the NP, PLLC is legally mandated to report suspected abuse and/or neglect of elderly persons to the Commissioner of Social Services.

C. The NP, PLLC is legally required to report to the authorities any clients who are at imminent risk of harming themselves or others, so that the authorities can review whether such clients are owners of firearms, and if they are, or are applying to be, then limiting and possibly removing their ability to possess them.

D. If a client tells the NP, PLLC that they intend to harm another person or persons, the NP, PLLC must make every effort to protect the potential victim(s), including informing the police; informing the potential victim(s); or informing other healthcare providers.

E. If a client threatens to harm themselves, the NP, PLLC will try to protect the client. This may include informing others, such as their emergency contact, the police, or other healthcare providers, who can assist in maintaining the client's safety.

F. If a client is involved in certain court proceedings, the NP, PLLC may be legally required to reveal information about the client's treatment. These situations include child custody disputes; cases where a client's mental health condition is an issue; lawsuits or formal complaints against the NP, PLLC; civil commitment hearings; and court-related treatment.

G. If a client is seeking reimbursement from their insurance company for services rendered by this practice, the insurance company may require that the client waive confidentiality, so that the NP, PLLC can provide them with information about the client's treatment.

H. The NP, PLLC may consult with other mental health professionals about a client's treatment, but in doing so, will not reveal a client's name or other identifiable information. Further, when the NP, PLLC is away or unavailable, a covering provider might answer calls and require some information about a client's treatment.

I. If a client's account becomes overdue, and the client does not pay the amount due or work out a

payment plan, the NP, PLLC will reveal a limited amount of information about a client's treatment in taking legal measures to be paid. This information will include a client's name, social security number, address, dates and type of treatment, and the amount due.

In all situations described above, the NP, PLLC will try to discuss the matter with the client, or notify the client, before any confidential information is revealed. Additionally, the NP, PLLC will only reveal minimal information deemed necessary to the given scenario. While this written summary of exceptions to confidentiality should prove helpful in informing you about potential issues, it is important that we discuss any questions or concerns you might have. However, if you need formal legal advice, please consult an attorney.

_____ **By initialing here, I acknowledge that I have reviewed and understand the information detailed in *Section VI. Confidentiality*.**

VII. MINORS

A. Consent to Treat

In providing psychiatric medication management services to a minor, or person under 18 years of age, the NP, PLLC recognizes the important role of parents/legal guardians. As appropriate, parents and legal guardians will be informed of any treatment recommendations, including possible benefits and risks, and obtain verbal and/or written consent prior to starting or changing a minor's psychiatric medication(s).

B. Confidentiality

Generally, when treatment is provided with parental/legal guardian consent, parents and legal guardians can access their minor child's mental health records unless releasing the information would have a detrimental impact on the provider's professional relationship with a minor, or the minor's relationship with his or her parents or guardian.

It is important to understand that it is the NP, PLLC's policy to provide parents or legal guardians with general information about a minor's treatment - unless the NP, PLLC has significant concerns about safety and welfare - as this could break the trust between the minor and the NP, PLLC and negatively impact the therapeutic alliance. Prior to providing information to parents or legal guardians, the NP, PLLC may make reasonable attempts to inform the minor, so that any objections or concerns can be addressed.

C. Custodial Issues Affecting a Minor's Treatment

When both parents share joint legal custody of a minor child, either parent may authorize or consent to treatment for their minor child, as well as access the minor child's treatment records. However, under these circumstances, a minor will most likely benefit from treatment when both parents are involved, and cooperate with each other and the NP, PLLC. When one parent has sole legal custody, only the parent with this status is able to make decisions about the minor child's ongoing mental health treatment. However, the non-custodial parent maintains the legal right to obtain information regarding the minor's mental health treatment unless there is a court order stating otherwise.

Please be advised that the NP, PLLC will not participate in any legal proceedings - of any kind - on a client's behalf, unless compelled to do so by subpoena or court order. This includes court cases in which custody and/or visitation are being contested. It is important to understand that the NP, PLLC's role is to assess, diagnose, and treat psychiatric issues, and being asked to provide an opinion on custody, visitation, and other legal matters involving a minor client falls outside of the NP, PLLC's scope of practice. Additionally, involving the NP, PLLC in such matters will likely have a negative impact on the therapeutic relationship between the NP, PLLC and the minor child. If the NP, PLLC is compelled to participate in legal proceedings by subpoena or court order, NP, PLLC's will only provide limited, relevant information to a mental health professional appointed by the court to perform a forensic evaluation, and/or to the attorneys, judge, or

law guardian, if applicable, who are involved in the legal proceeding. Please refer to page 4, Forensic and Legal Services, for additional information.

_____ (If applicable) By initialing here, I acknowledge that I have reviewed and understand the information detailed in *Section VII. Minors*.

VIII. ANTI-HARASSMENT AND ANTI-BULLYING POLICY

Our practice is committed to maintaining a respectful, safe, and professional environment. We have zero tolerance for harassment, bullying, or any form of behavior that is abusive, discriminatory, or demeaning.

Prohibited Behavior

Harassment and bullying can take many forms, including but not limited to:

- Verbal abuse, including offensive comments, slurs, or threats.
- Non-verbal abuse, such as intimidating gestures or inappropriate written communications.
- Discrimination or targeting based on gender, race, ethnicity, religion, age, disability, sexual orientation, or other protected characteristics.
- Unwelcome or excessive contact, such as repeated calls outside of business hours, persistent communication after being asked to stop, or attempts to contact through multiple channels in rapid succession.

Expectations

Clients are expected to:

- Communicate respectfully and professionally with the practice and its representatives.
- Honor boundaries set during interactions.
- Adhere to all established practice policies.
- Address any concerns constructively and in good faith.

Enforcement

In the event of harassment or bullying toward the practitioner or practice:

- A verbal or written warning may be issued.
- The professional relationship may be terminated immediately, subject to the practitioner's discretion and any applicable notice requirements.
- The matter may be referred to relevant authorities if necessary, such as in cases involving threats of violence, illegal behavior, or other serious concerns.

Note: This policy applies to all interactions, including in-person and telehealth appointments, remote communications, and correspondence related to the practice.

_____ By initialing here, I acknowledge that I have reviewed and understand the information detailed in *Section VIII. Anti-Harassment and Anti-Bullying Policy*.

IX. ENDING TREATMENT

The NP, PLLC's goal is to provide quality mental health treatment in the shortest time necessary for you to derive benefit. You have the right to withdraw from treatment at any time for any reason. The NP, PLLC requests that you agree to one final session after you notify me of your decision to voluntarily terminate treatment, so that I may review and evaluate your reasons, and make recommendations for additional follow-up care. Additionally, clients who have not been seen at least once in a four month period will be considered inactive and discharged from the practice, following termination procedures, unless other arrangements have been made with the NPP, PLLC.

_____ By initialing here, I acknowledge that I have reviewed and understand the information detailed in *Section IX. Ending Treatment*.

Severability

If any of the provisions of the Agreement shall be held to be invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect. The Agreement shall be interpreted in accordance with and controlled by the laws of the State of New York or Connecticut in effect at the time of the execution of this Agreement.

INFORMED CONSENT TO TREATMENT:

By signing this form below, I am indicating the following:

- I have fully and carefully reviewed this document, understand its content, and consent to receive services from the NP, PLLC.
- I understand that payment is for the NP, PLLC's professional time and expertise. I acknowledge that the NP, PLLC cannot guarantee a specific outcome, and I understand there is a risk that I may disagree with or be disappointed by the NP, PLLC's findings and professional opinions.
- I acknowledge that the NP, PLLC has given me the opportunity to ask questions and provided adequate responses.
- I agree that my electronic signature and initials are the legal equivalent of my manual/handwritten signature and I consent to be legally bound to this agreement. I further agree that my electronic signature and initials on this document are as valid as if I signed the document in writing.
- If the client is under 18, I attest that I have legal authority to initiate and consent to treatment on behalf of the prospective client.
- I understand that I have a right to ask about the NP, PLLC's training and qualifications, and inquire where to file complaints about NP, PLLC's professional conduct.

Licensing information:

- 402324 (APRN - NY)
- 5414 (APRN - CT)
- 101.0136434TELE (VT APRN Interim Telehealth Registration)

Date Signed: _____

Printed Name of Client: _____

Client Signature

Date