

POLICY:

PAYMENTS & INSURANCE REIMBURSEMENT: Clients are expected to pay the session fee at time of appointment request to confirm and hold your appointment time. Appointments paid within 24 hours of the time of request will be guaranteed a scheduled appointment. If payment is not made within 24 hours of scheduling the appointment time will be released to other clients and will not be held.

There is no insurance participation so all services are self-pay and must be paid at time of scheduling as outlined above. Invoices can be provided at the conclusion of treatment if requested. Invoices can be submitted to your insurance company which many insurance providers will reimburse at the out of network allowance rate or apply towards a deductible.

MISSED APPOINTMENTS: Missed appointments will not be refunded and will not be rescheduled without payment for a new appointment.

SCHEDULING & CANCELLATION: Keith A. Welsh, LCSW accepts appointments for scheduling only from adult clients directly, not third parties such as friends, family members or treatment facilities. Keith A. Welsh, LCSW will send you a courtesy text message or email reminder one business day prior to your scheduled appointment. Since the scheduling of an appointment involves the reservation of time specifically for you which denies other clients this appointment opportunity, a minimum notice of 24 hours is required to cancel a session for any reason. Cancelled appointments may be rescheduled but only if cancelled with MORE than 24 hours of notice. Appointments cancelled with less than 24 hours of notice will require payment for a new appointment when rescheduling the cancelled appointment.

CONFIDENTIALITY: All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without written permission except where disclosure is required by law.

WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW: Some of the circumstances where disclosure is required or may be required by law are: where there is a reasonable suspicion of child, dependent, or elder abuse or neglect; where a client presents a danger to self, to others, to property, or is gravely disabled; or when a client's family members communicate to Keith A. Welsh, LCSW, that the client presents a danger to self or others. Disclosure may also be required pursuant to a legal proceeding by or against you. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony Keith A. Welsh, LCSW.

HEALTH INSURANCE & CONFIDENTIALITY OF RECORDS: Keith A. Welsh, LSCW, does not participate with insurance plans. If you choose to submit a claim to insurance on your own, you must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk to confidentiality, privacy, or to future capacity to obtain health or life insurance, or even certain jobs. The risk stems from the fact that mental health information is likely to be entered into insurance companies' computers and is likely to be reported to the National Medical Data Bank. Accessibility to companies' computers or to the National Medical Data Bank database is always in question as computers are inherently vulnerable to hacking and unauthorized access. Medical data has also been reported to have been legally accessed by law enforcement and other agencies.

LITIGATION LIMITATION: Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, it is agreed that, should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you nor your attorney(s), nor anyone else acting on your behalf will call on Keith A. Welsh, LCSW, to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested unless otherwise agreed upon.

YOUR RECORDS: Laws where I am licensed and the standards of Keith A. Welsh require that treatment notes be kept for five years. Unless otherwise agreed to be necessary, Keith A. Welsh retains clinical records only as long as is mandated by applicable state law. If you have concerns regarding the treatment records, please

discuss them with Keith A. Welsh. As a client, you have the right to review or receive a summary of your records at any time, except in limited legal or emergency circumstances or when Keith A. Welsh assesses that releasing such information might be harmful in any way. In such a case, Keith A. Welsh will provide the records to an appropriate and legitimate mental health professional of your choice. Considering all of the above exclusions, if it is still appropriate, and upon your request, Keith A. Welsh will release information to any agency/person you specify unless he assesses that releasing such information might be harmful in some way.

THE PROCESS OF THERAPY/EVALUATION AND SCOPE OF PRACTICE:

Participation in EMDR therapy can result in a number of benefits to you, including improving interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Working toward these benefits, however, requires effort on your part. EMDR requires your very active involvement, honesty, and openness in order to change your thoughts, feelings, and/or behavior. Keith A. Welsh will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. During evaluation or EMDR therapy, remembering or talking about unpleasant events, feelings, or thoughts can result in you experiencing considerable discomfort or strong feelings of anger, sadness, worry, fear, or experiencing anxiety, depression, insomnia, and other symptoms.

Keith A. Welsh may respectfully challenge some of your assumptions or perceptions or propose different ways of looking at, thinking about, or handling situations, which can cause you to feel very upset, angry, depressed, challenged, or disappointed. Attempting to resolve issues that brought you to therapy in the first place, such as personal or interpersonal relationships, may result in changes that were not originally intended. EMDR therapy may result in decisions about changing behaviors, employment, substance use, schooling, housing, or relationships. Sometimes a decision that is positive for one family member is viewed quite negatively by another family member. Change will sometimes be easy and swift, but more often it will be slow and even frustrating. There is no guarantee that EMDR will yield positive or intended results. Keith A. Welsh only provides care only within the scope of his PA Clinical Social Work license, and does not provide custody evaluations or recommendations at any time.

TREATMENT PLANS: Keith A. Welsh, LCSW, follows the standard protocol for EMDR treatment. As such, the total EMDR treatment process may be brief and formal treatment plans are therefore not composed. If you have any unanswered questions about EMDR procedures used in the course of your therapy, the possible risks, Keith A. Welsh's expertise in employing EMDR, please ask and you will be answered fully. You also have the right to ask about other treatments for your condition and their risks and benefits, and you have the right to ask for referral to another provider if you feel there is not a good working fit.

TERMINATION: As set forth above, after your initial assessment (first session), Keith A. Welsh will assess if he can be of benefit to you. Keith A. Welsh does not believe it is in the clients' best interests to work with someone who, in his opinion, he cannot help. In such a case, if appropriate, he will give you referrals that you can contact. If at any point during EMDR therapy Keith A. Welsh either assesses that he is not effective in helping you reach the therapeutic goals or it appears that your responses to her therapeutic approach are not optimal for your well-being, he will discuss with you the termination of treatment and conduct pre-termination counseling. In such a case, if appropriate and/or necessary, he would give you referral to at least one other provider. If you request it and authorize it in writing, Keith A. Welsh will talk to the psychotherapist of your choice in order to help with the transition. If at any time you want another professional's opinion or wish to consult with another therapist, this can be discussed and the best course of action decided jointly. You have the right to terminate therapy at any time. If you choose to do so, upon your request and if appropriate and possible, Keith A. Welsh will provide you with names of other qualified professionals whose services you might prefer.

INFORMED CONSENT:

Eye Movement Desensitization and Reprocessing (EMDR) methodology is a form of adaptive information processing which may help the brain unblock maladaptive material. I have been advised and understand that EMDR is a treatment approach that has been widely validated by research on PTSD and is endorsed by both the US Departments of Defense and Veterans Affairs. Multiple studies indicate that EMDR is also effective in reducing anxiety and other symptoms.

I have also been specifically advised of the following:

- Distressing unresolved memories may surface through the use of the EMDR procedure. Some clients experience reactions during the treatment sessions that neither they nor the administering clinician may have anticipated, including but not limited to the high level of emotional or physical sensations, disorientation, fear or nausea.
- Subsequent to the treatment session, the processing of incidents/material may continue and dreams, memories, flashbacks, feelings or related issues may surface.
- Memory is imperfect and research has shown that there is no guarantee that all information recovered during therapy, unless it can be corroborated, is factually accurate. Conversely, information which is so revealed may in fact be accurate.
- Similar to hypnosis, memories recalled via EMDR may be considered by courts to be invalid for use in any future legal actions. Those with limiting or medical conditions should consult their physician before participating in this modality.
- Due to the stress related to activation of traumatic material, pregnant women should postpone reprocessing. If legal testimony is upcoming, be sure to discuss all aspects of the case with your clinician before participating in EMDR.
- I understand that after the reprocessing session, I may continue to process additional information, and I am prepared for this. I will call my therapist or utilize a predetermined plan if the need should arise. If I have another primary therapist, I will provide the name of my therapist to Keith A. Welsh.
- Keith A. Welsh has explained to me the reasons why the use of EMDR is recommended in my therapy and that there are other options available to me should I decide not to use EMDR and not to give my informed consent. The clinician has provided me with an explanation about the nature of EMDR and my questions about EMDR have been answered.
- Before commencing EMDR treatment, I have considered all of the above and I have obtained whatever additional input and/or professional advice I deemed necessary or appropriate to having EMDR treatment and by my signature on page three I hereby consent to participating in EMDR treatment.
- I understand that I may stop treatment at any time before or during any EMDR session and that more than one EMDR session is usually necessary in the treatment.