

TAMARA LATAWIEC, PSY.D.

CLINICAL PSYCHOLOGIST • NJ LICENSE 4894

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WELCOME

Welcome to psychotherapy, and thank you for contacting me. In order to orient you to our work together, I have prepared this psychotherapy agreement, which you should read carefully before signing. I will also discuss this information with you during our first meeting together and give you the opportunity to ask questions you may have. Please be aware that, once signed, this document represents a psychotherapy contract and indicates your informed consent to treatment. In addition, please know that you are always welcome to ask questions about our work together, and I will strive to answer your questions as clearly as possible.

MY BACKGROUND

Current Practice

I have worked in private practice since 2008, seeing adults and older adolescents for individual psychotherapy.

Education

I have a doctorate in clinical psychology and am licensed to practice as a psychologist in the state of New Jersey. My degree was awarded by the Graduate School of Applied and Professional Psychology (GSAPP) of Rutgers University, which has been accredited by the American Psychological Association (APA) since its inception. The clinical psychology program at GSAPP follows a practitioner-scholar model, which means that the program's curriculum and training opportunities primarily emphasize the theory and practice of clinical psychology, with research as a secondary focus. This kind of training provides preparation for careers primarily in professional service within clinical settings.

Rutgers requires its graduate programs to be externally evaluated every five years by a multidisciplinary committee of distinguished scholars from around the country. GSAPP has been described by this committee as "the very best school for the Psy.D. degree" and "the standard of quality against which other Psy.D. programs should be measured." GSAPP's clinical psychology program, in particular, is one of few programs that has received the highest 1a rating by this committee.

Clinical Training and Past Experience

Prior to graduate school, I worked in the mental health field for several years at major teaching hospitals in New Jersey and New York City, including University Behavioral Healthcare at the University of Medicine and Dentistry of New Jersey (now Rutgers Biomedical and Health Sciences), the Outpatient Psychiatry Department at St. Luke's - Roosevelt Hospital Center (now Mount Sinai Health System), and the Payne-Whitney Inpatient Units at New York-Presbyterian Hospital.

As a graduate student, I completed six clinical externships, spending from one to three years in each placement. Settings included community mental health clinics, a student counseling center, and a hospice. In addition, I completed my full-time APA-accredited pre-doctoral internship at the Karen Horney Clinic in New York City. The Karen Horney Clinic is a well-respected non-profit outpatient mental health clinic that provides low-cost psychodynamic psychotherapy and psychoanalysis to the community. The clinic is affiliated with the American Institute for Psychoanalysis, which is the second oldest psychoanalytic training institute in New York City, pioneered by Karen Horney after her break from the New York Psychoanalytic Institute. While there, I worked in the clinic's Adult, Child and Adolescent, and Trauma programs.

After graduation, I completed a full-time postdoctoral fellowship at Rutgers University CAPS, working as a therapist in the university's student counseling center, seeing undergraduate and graduate students for

triage, individual and group psychotherapy, substance abuse evaluations, and crisis appointments. Upon completion of the fellowship, I extended my work there as a temporary staff therapist and also provided supportive psychotherapy services to residents in two skilled nursing facilities for several years. I worked in private practice throughout all these endeavors and am now devoted to full-time solo private practice.

Honors

As a licensed psychologist, I was presented with the Grace K. Smith Award from the GSAPP Alumni Organization at Rutgers University in 2024 to recognize meritorious service to the alumni organization. I was also awarded a Presidential Recognition Certificate from the New Jersey Psychological Association (NJPA) in 2020 for service to the NJPA Director of Professional Affairs. In 2014, I was also presented with a Member Recognition Award by the New Jersey Psychological Association "in recognition of and with profound appreciation for (my) dedication and service to NJPA and its membership." In addition, while in graduate school, I was awarded two assistantships in the school's community clinic, and I was additionally presented with the GSAPP Scholar Award and the Robert D. Weitz Professional Award, the latter award bestowed annually upon the graduating student "whose energy, spirit, and enthusiasm evidence a dedication and willingness to work in the interests of professional psychology and the people it serves."

Memberships

I am a member of the New Jersey Psychological Association (NJPA) and am the Re-Founder and President of the Monmouth/Ocean County Psychological Association (MOPCA), a county affiliate of NJPA. I also previously served as MOPCA's representative to the NJPA Executive Board. In addition, I am a Member-at-Large for the GSAPP Alumni Organization Board and am a past Treasurer as well.

CONTACTING ME

I work in this office during the afternoon and evening hours. You can contact me anytime at my office phone number. My ringer is off at all times, so you should expect to leave a message on my voicemail. I will return your call within two business days, excluding weekends and holidays. In the event of an emergency, you should contact your designated psychiatric screening center or visit your local emergency room. The designated psychiatric screening center for Monmouth County residents is located at Monmouth Medical Center in Long Branch. The phone number for their screening services is 732.923.6999, and they are available around the clock, every day of the week, every day of the year.

PSYCHOTHERAPY SERVICES

Theoretical Orientation

There is no one correct way to conduct psychotherapy. Different practitioners adopt different perspectives about how they understand the human psyche and may accordingly gravitate toward a particular theoretical orientation over others. Some of the major paradigms in psychotherapy include the psychodynamic, cognitive-behavioral, systems, humanistic/existential, eclectic, and integrative perspectives. In addition, there can be further subdivisions within a given orientation.

My own theoretical orientation is broadly psychodynamic. The psychodynamic perspective weaves a number of specific beliefs and attitudes about the human condition into an overall sensibility or worldview that informs this particular brand of psychotherapy work. To begin with, the psychodynamic perspective views psychotherapy as an inherently holistic, contextual, and dimensional endeavor because it examines the socio-cultural world of subjective human meaning and intention rather than the physical world of objective natural science. Thus, we will be working in gray rather than in black and white.

In addition, the psychodynamic perspective generally includes the following elements:

- The meanings and motives behind our thoughts, feelings, and behaviors are not always conscious to us.
- It is human nature to have opposite or ambivalent feelings about the same thing, namely to experience internal conflict.
- Human distress or dysfunction is an exaggerated or maladaptive form of a universal human tendency, and it arises from more than one cause and serves more than one function.
- Our psychologies are a product of how our constitutional makeup and typical developmental challenges (nature) interact with our life experiences and the environmental conditions to which we are subject (nurture).
- In observing and understanding a patient's struggles, there is heavy reliance upon the therapist's subjectivity through identification, empathy, and attunement to affect.
- Pursuing the "truth" of one's experience is intrinsically healing.

The Psychotherapeutic Process

Generally speaking, psychotherapy work targets both cognitive and affective processes in that it aims to provide you with both a new understanding (cognitive) and a new experience (affective) so that therapeutic change can be made. Although the psychotherapy process will always look and feel different for each person, gaining a deeper understanding about oneself in addition to experiencing a corrective relationship with the therapist are psychotherapy's two main vehicles toward achieving personal growth and healthier psychological functioning.

Thus, one important part of psychotherapy work involves insight. Psychotherapy essentially asks you to engage in the discovery of yourself. It attempts to bring into your awareness that which you have disavowed and put out of your consciousness in order to avoid the conflict or pain associated with it. When you bring unconscious material into your conscious mind through psychotherapy, you put yourself in a position to view yourself honestly by confronting material that may be challenging to sit with. This new understanding of yourself gives you the freedom to not only make different choices in your life, but also accept that which is not under your control, so that you may potentially live a more realistic, productive, and satisfying life.

Another equally important component of the psychotherapeutic process concerns the therapeutic relationship between us that becomes established over time during the course of our work together. Because the difficulties that you face in your outside relationships are sometimes repeated in parallel form within the therapeutic relationship, psychotherapy provides a rich opportunity to examine these relationship dynamics as they unfold between us, offering not only a clearer understanding of how these patterns repeatedly play out in your life, but also a reparative experience in witnessing how these patterns are alternately addressed and managed within the therapeutic relationship. So, by talking about the micro-enactments that occur between us in session, we can reflect upon our relational patterns and find meaning in them that will help you to understand and respond differently to your relationships outside the therapy room. And by responding to distressing relationship dynamics therapeutically, I can also potentially provide you with a new relationship experience that helps you to dismantle maladaptive relational patterns that you may have internalized in prior relationships.

Treatment Modalities

I conduct individual psychotherapy for adults and older adolescents. I also have training in group psychotherapy. I do not work with couples or families.

Anticipated Course of Psychotherapy

Because the issues you bring to psychotherapy are not discrete, isolated events, but are very much

embedded within the context of your life experiences, therapeutic change occurs in a broader and more global sense than some people may initially expect. Thus, unless we make alternate arrangements, you should plan to participate in long-term psychotherapy, which will provide us with the time necessary to put your presenting issues into a larger context and address them holistically. Because each person is unique, the duration of psychotherapy will of course vary from patient to patient, but in all cases, it will be mutually agreed upon by us as the psychotherapy process unfolds.

Potential Risks and Benefits of Psychotherapy

It is natural to feel ambivalent about being in psychotherapy. Part of you may very much want to engage in the process, and another part of you, at the same time, may have urges to withdraw or escape from it. As with any conflict, it is important to give voice to both sides of the felt experience, so I encourage you to talk about any reluctance you may feel along the way.

Furthermore, as you gain access to deeper levels of psychological awareness over the course of our work together, be aware that the psychotherapy process can unleash strong feelings in you, and some of them may be surprising or unpredictable. Because it is human nature to push painful or anxiety-provoking material out of awareness, it is likely that some of your feelings may correspondingly be unpleasant or uncomfortable to experience. Sadness, guilt, shame, anger, resentment, frustration, envy, contempt, loneliness, and helplessness are just as basic to the human condition as more pleasurable feelings are.

Please understand that sitting with these uncomfortable feelings may be a significant portion of the "work" in psychotherapy. Doing so not only allows us to examine and understand the meanings behind your feelings, but it also helps you to gain increased emotional tolerance that, in turn, will assist you in managing these feelings more constructively in the future. Therefore, it may be helpful to metaphorically think of this aspect of psychotherapy as an emotional workout, in which the therapist, as personal trainer, helps you to gradually build up your emotional muscles at an appropriate pace so that you can ultimately become emotionally stronger. As in all workouts, one must withstand the pain of sore muscles in order to progress and see results.

Of course, there are no guarantees in psychotherapy, and it may or may not be helpful to you. You are free to end our work together at any time, and I can provide you with referrals if you wish. However, I do request that you discuss your feelings about ending psychotherapy with me before actually doing so, because in discussing it further, we may find that your desire to end our relationship at that moment in time is in fact clinically meaningful, reflecting or shedding light on dissatisfying patterns in your relationships outside of therapy that may be repeating themselves within the therapeutic relationship.

For many people, the intense and challenging process of psychotherapy is a worthwhile experience, and you may find at the end of your journey that you have grown in more ways than you had initially imagined. In addition to the relief or reduction of your presenting complaints, some potential areas of growth that you may experience include the development or enhancement of the following psychological capacities:

- the accurate perception of yourself and your world
- the recognition and healthy management of feelings
- the ability to cope with life difficulties in realistic and constructive ways
- an internal sense of freedom and personal autonomy
- a solid and cohesive identity or sense of who you are
- a reliable and reality-based self-esteem that does not require denigration or inflation
- mature dependency in love and work relationships
- the ability to experience life with an overall quiet serenity and peace of mind, despite its hardships

APPOINTMENTS

Initial Consultation

The first few sessions are initial consultation sessions. You should expect to discuss not only the current reasons you are seeking psychotherapy at this time, but also the details of your personal history. Along these lines, I will be interested in hearing about the nature and quality of your relationships, both presently and during your childhood, and I will want to learn about your prior experiences in psychotherapy and/or with other kinds of mental health services. We will also discuss any traumatic experiences you may have had, and I will also ask you some questions about your risk for harming yourself or others. Other important things we will talk about include your educational and occupational history, your current and previous substance use, your medical history, legal history, goals for therapy, and anything else you feel is relevant to consider. This information helps me to begin to understand the life circumstances and experiences that have impacted you, and they put your presenting issues for psychotherapy into a very personal and unique context.

These initial sessions are also used to determine if we would be a good match for one another. Given that the therapeutic relationship between the patient and the therapist is one of the most important tools in psychotherapy work, it is essential that we both feel that we could work together collaboratively and productively. If you or I develop concerns or reservations about this, it is best to voice them during these initial sessions so that we can discuss possible alternatives, which if necessary, may include a referral to another therapist who could better meet your needs.

Ongoing Sessions

Psychotherapy sessions are generally close to sixty minutes in duration. We will arrange to meet in my office on the same day and at the same time every week. Telehealth sessions are also available via a HIPAA-compliant video chat platform. Sessions may not be scheduled randomly from week to week. New clients will always be seen weekly. Established clients who have seen me for years may wish to downshift to biweekly or monthly sessions as they see fit.

Canceled, Rescheduled, and Missed Sessions

A secure treatment frame is established when sessions are scheduled and attended the same day and time from week to week. When appointments are missed, canceled, or rescheduled, it undermines the security of the treatment frame and detracts from the safety and consistency of regular appointments, a crucial ingredient in the creation of a therapeutic holding environment. It is therefore very important that we both try to keep our regular appointments from week to week as scheduled.

However, I am well aware that situations may arise that may make it impossible for you to keep an appointment as originally planned. For this reason, if you see me weekly, you are permitted to cancel four appointments per year free of charge. If you see me biweekly, you are permitted to cancel two appointments per year free of charge. And if you see me monthly, you are permitted to cancel one appointment per year free of charge. All other appointments that you cancel must be rescheduled at the time of cancellation in order to avoid being personally charged a \$50 cancellation fee, as insurance companies do not cover missed sessions. If no such rescheduling is possible, either due to your scheduling limitations or my own, a \$50 cancellation charge will nonetheless apply.

Appointments that you miss without prior cancellation (no shows) will always be billed your full session fee because I am prevented from making alternate plans with your time slot. Cancellations must therefore occur prior to the start of the appointment.

Like you, I am also not immune to the life events that require occasional cancellation of sessions. You will, of

course, not be billed for any appointments that I may have to cancel, and I will make every effort to reschedule these appointments, if my schedule permits doing so.

Because psychotherapy involves non-verbal communication as well as verbal discussion, it is preferable that our rescheduled sessions be conducted in-person or via video chat. However, phone sessions may sometimes be available for rescheduled sessions in the event that neither in-person nor video chat appointments are possible. Please be aware that phone sessions are typically not covered by healthcare plans, so the cost of a phone session may be yours entirely.

Holidays and Vacations

My office is closed on New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. You are free to plan for your holidays and vacations as you wish, bearing in mind that the attendance policy still applies for your vacation time and any holidays that you may observe other than the days mentioned above. Exceptions are made for New Year's Eve and Christmas Eve. You will, of course, not be billed for any vacation days that I may take, and appointments that would have occurred on those days will not be rescheduled.

FEES AND BILLING PROCEDURES

Fee-for-Service Payments

If you have healthcare insurance, I am in-network with most plans from Aetna, Blue Cross Blue Shield, and Medicare. If your insurer is not listed, but your healthcare plan entitles you to out-of-network benefits, my services should nonetheless be covered at the out-of-network rate. It is very important that you contact your insurance company before services begin in order to educate yourself about what your benefits include and exclude, as well as to make any necessary pre-authorizations that may be required. I am not responsible for educating you on the parameters of your healthcare plan; it is your responsibility to educate yourself about your own healthcare benefits prior to utilizing them.

If you use in-network benefits, your healthcare plan determines the fee. If you use out-of-network benefits, I set the fee, which may or may not fall within your healthcare plan's range of "allowable" rates. If the fee does not fall within the range, you may be responsible for paying the difference. My fee for the initial evaluation is \$220, and my fee for ongoing psychotherapy sessions is \$180.

In most cases, for both in-network and out-of-network arrangements, I submit claims on your behalf as a courtesy. I tend to submit claims in increments of six sessions. After your insurer processes the claim, I receive an Explanation of Payment that outlines what portion of the bill you are responsible for paying, and I use this information to generate your bill. Therefore, you should expect to receive a bill roughly every other month, and each bill will include approximately six sessions' worth of fees. Be advised that, in some special situations, you may instead be expected to pay the full fee at the close of every session and submit claims for reimbursement from your insurance company yourself, or I may continue to submit claims on your behalf, but may instead expect you to pay your required co-payment or co-insurance each week. Please be aware that you are responsible for payment in the event that your insurance company does not cover the service. Payments made by cash or personal check are accepted.

Sliding Scale Rates

In the event that you do not have insurance, or have only in-network benefits and I am out-of-network for you, your session fee will be determined via sliding scale. These are the only two scenarios in which a sliding scale fee will be made available. If one of these situations applies, in order to qualify for a sliding scale fee each year, you must bring me your income tax return from the most recent year, with your total income clearly indicated (line 9 on Form 1040).

The appropriate sliding scale fee will then be determined by referencing the chart below:

TOTAL INCOME	SESSION FEE
\$69,999 or less	\$80
\$70,000 - \$79,999	\$90
\$80,000 - \$89,999	\$100
\$90,000 - \$99,999	\$110
\$100,000 or more	\$120

In sliding scale situations, I will provide you with a bill every four to six sessions. Please be aware that in some special cases, I may instead require you to pay your fee at the close of each session. Payments made by cash or personal check are accepted.

Canceled and Missed Appointment Fees

You are permitted a certain number of free cancellations each year depending upon your frequency of sessions. All other appointments must be rescheduled in order to avoid being charged a cancellation fee. Any appointments that are missed without prior cancellation will incur a full session fee charge. Please be aware that insurance companies do not cover canceled or missed sessions, so you will be solely responsible for the entirety of the bill in these cases. Please refer to *Canceled Rescheduled, and Missed Appointments* in the APPOINTMENTS section above for more information.

Other Professional Fees

Please be aware that extended sessions, prolonged phone calls, the writing of additional reports beyond those in your record, and letter writing may carry additional fees. These fees are prorated according to your full session fee. The reproduction of records may also warrant a fee to cover the expenses associated with photocopying or printing, typically \$1 per page.

Fee Adjustments

I will periodically raise fees to keep up with inflation or other rising costs, as is customary. In addition, if your payment is determined via sliding scale, changes in your income will require a fee adjustment.

Unpaid Bills

I expect payment by check or cash to be made within one month of your bill's delivery to you. If I do not receive payment by then, you will receive a reminder, either through email, text, phone, or in session directly. You will be granted one more month to make your payment without imposed penalties. If you still fail to make your payment by the second month, you will receive another reminder from me and will be charged a \$75 delinquent payment fee. If you still fail to make your payment by the third month, you will be charged a \$100 delinquent payment fee, and our sessions will be paused until you are caught up on all payments. If you fail to do so, your outstanding bills will be forwarded to a collection agency, the expenses for which will also be charged to you. I also have the right to secure payment in small claims court. If you are in genuine financial distress, you and I will instead determine an alternate plan given your specific situation.

In most collections situations, only your name, the nature of the services provided (i.e. psychotherapy), and the amount due is released. The expenses associated with this process will also be included in the claim. I will notify you before I take such action and will refer you to low-cost psychotherapy services, such as a community mental health center or training clinic, so that you can continue to receive care, but at a more

affordable rate. You may be eligible for charity care if you receive services at an agency within your catchment area and meet certain financial criteria.

PROFESSIONAL RECORDS

Components of Your Record

Your official record may include, but is not necessarily limited to, the following information and/or documents: any "new patient" forms that I may have you complete, this psychotherapy contract indicating your consent to treatment, an initial evaluation summary or formulation, weekly progress notes, periodic progress updates, your consent to release or receive records or other confidential information, records or other confidential information from authorized outside parties, your waived rights to the clinical information regarding a child or adolescent patient under your guardianship, a copy of a divorce agreement between parents of a child or adolescent patient, a termination summary, and/or billing and payment information.

Separate from your official record are optional process notes, also referred to as psychotherapy notes, which are for my personal use only. These notes may include the content of what we discuss in session together as well as my reflections on those discussions. I may reference these notes to assist in helping you during the course of our work together. Because these notes are separate from your official record and are considered my personal property, my process/psychotherapy notes are not available to you or any third party, should I choose to write them.

Accessing your Record

You may make a written request for a copy of your official record. I have 30 days from the receipt of your request to either fulfill or deny your request. Please be advised that New Jersey regulations allow me to withhold information from you if I believe that doing otherwise would adversely affect your health or welfare. In this case, you will receive an explanation as to why I must refuse to furnish you with all or part of your record. If, on the other hand, the release of your record poses no risk to your health or welfare, I will provide you with a summary covering your personal and treatment history in lieu of the entire record, also permitted by New Jersey regulations. Because the information in your record is of a clinical nature, it can be easily misinterpreted and/or evoke upsetting feelings in untrained readers; thus, I ask that we review your record together so that I am available to you for clarification and support. Please note that you may be charged for the reproduction of these records and/or the preparation of any additional reports not already included in your record as described under *Other Professional Fees* within the above FEES AND BILLING PROCEDURES section.

Amending your Record

You may request an amendment to your record when information is inaccurate or incomplete. If I accept your request, the amendment will be provided to all those whom you and I identify as needing it. If I deny your request, I will provide you with a written denial and permit you to submit a statement of disagreement.

Communicating with Third Parties

You may request that I release or receive written or verbal information to or from third parties. Third parties may include, but are not limited to, attorneys, healthcare professionals, insurance companies/health plans, schools, and social service agents. In order to make this request, you will complete a consent form, which will be retained in your record. You may request restrictions on the use or disclosure of your protected health information; however, I am under no obligation to necessarily agree to them, unless you wish to restrict use and disclosure of your information to a healthcare plan after having paid out-of-pocket in full for the healthcare service. In addition, if a third party contacts me to furnish me with information about you before you have completed the consent form, I will not be able to confirm or deny that you are my patient, but I will receive the third party's information and inform you at our next session of this event, including the

content of the information given to me.

And finally, although I do not engage in fundraising activities, I am nonetheless legally required to inform you that you also have the right to opt out of any fundraising communications.

Retention of your Record

I will retain your record for at least seven years after the date of the last entry. In the case of child and adolescent patients, records will be kept for at least seven years beyond the age of majority.

LIMITED CONFIDENTIALITY

The information in your official record is confidential and therefore may not be used or disclosed without your signed consent, with the following exceptions noted below. In these cases, no authorization is needed in order to break confidentiality. Otherwise, components of your official record, such as progress notes and summary documents, as well as the use and disclosure of your information as it pertains to marketing or sales of protected health information, require authorization.

Supervision and Consultation

If I need to consult with a supervisor or colleague about our work together, I will disguise your identifying information and will not use your name. In order to assist in the process of supervision or consultation, I may request to tape our sessions, and you have the right to accept or refuse this request.

Harm to and Neglect of Self or Others

I am also required by law to break confidentiality in the event of intended or ongoing harm to or neglect of yourself or others. These circumstances may include, but are not limited to, the following intended or actual events: suicide, life-threatening self-mutilation, homicide, physical abuse or assault, sexual abuse or rape, and/or significant physical neglect of yourself or dependent others, such as minors or the elderly under your care. In these cases, I am required to notify a designated screening center, child protective services, adult protective services, the police, any intended victims, your emergency contact(s), any supervisors I may have, and/or others, as appropriate. In these cases, I may also secure your involuntary commitment to an inpatient facility, if necessary, in order to guarantee your safety or the safety of others. To reduce the risk of harm from firearms, I am also required by law to contact the police in your jurisdiction if I believe that you intend to imminently harm yourself or others, even if the means in question do not necessarily involve firearms.

Please understand that thoughts, feelings, and fantasies about these kinds of actions are completely acceptable and confidential, and I encourage you to talk about them in session if you have them. However, acting on these thoughts, feelings, and fantasies is a separate matter, and it is your intended or ongoing actions that require mandatory reporting. Past actions that have unequivocally ceased are not reportable.

Legal Investigations

Confidentiality will also be broken if a judge issues a court order for the release of your record or if the New Jersey Board of Psychological Examiners or the Office of the Attorney General requests or subpoenas your record for a Board investigation.

Licensed Institutions

I can also break confidentiality if a licensed institution, such as a hospital or nursing home, requests information in order to provide treatment to you.

Working with Minors

According to New Jersey regulations, outpatient mental health treatment may be provided to minors aged 16 and over without parental consent. However, minors are not permitted to refuse treatment if a parent or legal guardian believes treatment is necessary. In addition, if one parent or guardian requests psychotherapy for their child or ward, I am permitted to work with the child despite objection from another parent or guardian; however, I will discuss this with both parents/guardians, and I will seek to remain in regular contact with all parties if such contact is sought. In addition, when parents are divorced, but have joint custody of a child in treatment, I am required to be in contact with both parents regarding the child's psychotherapy work. For this reason, I ask that divorced parents agree to bring me their divorce agreement, so that I may make a copy of it for the child's record and ensure that joint custody rights are respected.

Although parents and guardians are legally entitled to their children's records if the children are minors, when I work with adolescents, I often request that parents and guardians waive this right so that adolescent patients can develop feelings of safety and trust in the therapeutic relationship that confidentiality helps to establish. Given that adolescents are particularly sensitive to privacy issues and boundary intrusions as they separate from caretakers and transition into young adulthood, guaranteeing their privacy in psychotherapy is often crucial in building a basic sense of security and mutual respect in our work together. If parents and guardians agree to this waiver, I will provide them with only general information regarding the adolescent's progress and attendance. If requested, I can also provide a termination summary outlining the adolescent's psychotherapy work when it has been completed. Other communications will require the adolescent's written consent, with the exception of those limitations to confidentiality as described elsewhere in this section. Please note that New Jersey regulations permit me to withhold information from parents or guardians related to a minor's sexually transmitted disease, termination of pregnancy, substance abuse, or other event or situation if I feel it would adversely affect my patient's health or welfare if I were to otherwise disclose it. Any information that I do decide to share with parents or guardians will first be discussed with the patient, if possible, and I will do my best to handle any objections that the patient may have. In general, I like to view parents and guardians as potential collaborators in their children's growth and emotional maturation, and I strive to strike a balance in communicating with all parties involved to the degree that best meets these aims.

My Death, Disappearance, or Incapacity

In the event of my death, disappearance, or incapacity, I request that you agree to the transfer of your professional records to another mental health professional who will assure the confidentiality, preservation, and permissible access of your records, as appropriate.

HIPAA COMPLIANCE

The information within this section as well as the prior two sections, PROFESSIONAL RECORDS and LIMITED CONFIDENTIALITY, serves as your HIPAA Notice of Privacy Practices, which describes how your protected health information may be used, disclosed, accessed, and amended. I am the designated privacy official in my practice and am responsible for adopting and implementing privacy procedures, training any employees in these practices, and securing your records. I am required by law to maintain your privacy and notify you of any breach; complaints regarding violations may be made directly to me (see letterhead for contact information) or to the Secretary of the US Department of Health and Human Services (see www.hhs.gov/contactus.html for contact information.) Your signature on this document serves as consent to the HIPAA Notice of Privacy Practices described herein.

AGREEMENT TO TREATMENT

In signing this contract, you acknowledge that you have read and fully understand this document outlining your informed consent to treatment and agree to its terms. Your signature indicates your agreement to participate in psychotherapy with me under the conditions described herein.

Printed Name of Patient

Date

Signature of Patient

(age 14 and above)

Date

Signature of Legal Guardian of Child or Adolescent Patient

Date

Signature of Treating Psychologist
Tamara Latawiec, Psy.D.

Date