

# Hamner Psychological Services

## Main Office

917 W. Main Street  
Harron Square, Suite 203  
Bridgeport, WV 26330  
**(304) 842-7007**

**Tammy M. Hamner, M.A.**  
**Jeff S. Collins, M.A.**  
**Michelle L. Wetzel, M.A.**  
**Lauren Swann, LPC**

**Licensed Psychologist, WV#570**  
**Licensed Psychologist, WV#909**  
**Licensed Psychologist, WV#993**  
**LPC, NCC, WV #2142**

## Fairmont Office

301 Adams St.  
Suite 800  
Fairmont WV 26554  
**(304) 366-9001**

---

## THERAPIST CLIENT AGREEMENT

Welcome to Hamner Psychological Services (HPS). This document (the agreement) contains important information about professional services and business policies here. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides privacy protections and patient rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and healthcare operations. The Notice, which follows this agreement, explains HIPAA and its application to your PHI in greater detail. The Law requires your signature acknowledging that you have been provided the opportunity to view this information and obtain a copy if you so desire. It is important that you read these documents and discuss any questions you may have before treatment begins. When you sign this document, it will also represent an agreement between HPS and you. You may revoke this agreement in writing, at any time. That revocation will be binding on HPS unless action has been taken in reliance on it; if there are obligations imposed by your health insurer in order to process or substantiate claims made under your policy; or if you have not satisfied any financial obligations you have incurred.

### **SERVICES:**

HPS provides psychotherapy to children, adults, families, couples and/or groups. Each therapist attends continuing education opportunities and consults with colleagues to provide state of the art services to clients they serve. Psychotherapy involves the collaborative process between therapist and client to identify a problem area, implementation of the best treatment options, measurement of progress, and continuation through resolution.

### **SESSIONS and FEES:**

Sessions vary in length with the initial session approximately one hour; and treatment sessions thereafter 30, 45, or 60 minutes with standard fees applied. Other services billed at a prorated fee include report writing, telephone calls greater than 15 minutes, professional consultation, preparation of records for treatment summaries, copying of records, record review, and court work. Payment is expected when services are rendered unless prior arrangements are made by the client. If you fail to keep scheduled appointments and do not provide 24 hour notice, a \$10 rescheduling fee may be applied. Additionally, if you become involved in a legal proceeding that requires HPS participation, you will be expected to provide a retainer for professional time, preparation, transportation costs, and testimony time.

### **CONFIDENTIALITY:**

Your signature on this agreement authorizes your PHI to be shared for treatment, payment, and health care operations with health, mental health professionals, and equine specialists; and acknowledges that HPS has formal business associate contracts that are bound by confidentiality, but may also be exposed to your PHI. In addition, the physical facilities for equine services are not enclosed and other staff, volunteers and unaware visitors may appear. While every effort is made to prevent this from happening absolute privacy can not be guaranteed in this situation. All other disclosures require your authorization with the exception of the following: if you disclose

you intend to harm yourself or someone else; if you disclose involvement in abuse/neglect situations; if we received a court order requesting information; and/or if your insurance company requires information to complete your claim. Also Hamner Psychological Services is a member of the Multi Disciplinary Investigative Teams in Harrison and Marion Counties and PHI may be shared in those settings.

As a client, except in unusual circumstances, you may examine your clinical record or have it forwarded to another mental health professional to discuss the contents. Parents of clients under the age of 18, who are not emancipated, have the right to review their children's records, however they are discouraged from doing so. Privacy in psychotherapy is crucial to assist with the therapeutic process. As a client, you may also request that I amend your record, restrict what information is disclosed to others, request an accounting of most disclosures of PHI information, determine the location to which PHI was sent, identify complaints you make about policies and procedures recorded in your records, and have a paper copy of the agreement.

With respect to social media and nonverbal communication, Hamner Psychological Services does not interact with clients through social network mediums (IE Facebook, Twitter). We do communicate through our portal with Theranest, our website at HamnerPsychological.com and by email when given the email information by the client or responsible party. We at Hamner Psychological Services strive to protect your PHI.

**CONTACTING THERAPIST:**

If you have an emergency, please call 911 or go to your local emergency room. Office hours are 8 to 5 Monday thru Friday. We do not answer the phone after noon on Friday, or between 12 and 1 weekdays. If you do not have an emergency but feel you cannot wait until our next office hours, please call our on call psychologist at pager no. 987-1040. Please note that your return call may be from a blocked number. Possible Hotline or emergency numbers in our area include but are not limited to:

United Summit Center in Clarksburg: 304 623-5661  
Valley Health Center in Fairmont: 304 366-7174  
Domestic Violence Hotline: 1-800-352-6513  
Suicide Hotline: 1-800-273-8255 (Talk)  
Chestnut Ridge Hospital Help Line: 1-800-458-4898