



OFFICE POLICY AND PROCEDURES FOR COUPLES THERAPY

Updated 6/2/22

This document contains important information about my professional services and business policies as it pertains to couples therapy. It does not replace general office policies, but serves as an addendum to that document. Please read this carefully and jot down any questions you might have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between us.

The couple is the client in couples therapy. I will not work with either member of the couple in individual therapy, either during the couples therapy or in the future. I may schedule individual appointments with either member of the couple, but the focus of the session would remain couples therapy. If either member is unable to attend a therapy session scheduled for both members of the couple, the appointment is cancelled. Cancellations with less than 24-hour notice are charged as a missed appointment. Either member walking out of a therapy session terminates the appointment and may lead to the termination of therapy.

I will not be able to keep information disclosed by one member of the couple confidential from the other member while continuing the couples therapy. I will make a temporary exception when the information is disclosed with the goal of getting help on sharing it with the other member of the couple.

It is important to note that both members of the couple own the case file. Nothing in the file can be released to a third party without both couple members' consent, common exceptions for confidentiality outline in the privacy notice notwithstanding.

Both of your signatures below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Client's Name _____

Signature _____ Date _____

Client's Name _____

Signature _____ Date _____