

# Practice Policies

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## PRACTICE POLICIES

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### APPOINTMENTS

#### Appointment Cancellation

When you book your appointment, you are holding a space that is no longer available to other clients. In order to respect your fellow clients, please message me as soon as you know you will not be able to make your appointment.

If cancellation is necessary, I require that you message me at least 48 hours in advance. Your advanced notice will provide me the opportunity to rearrange my plans and allow another client access to that appointment time.

#### How to Cancel Your Appointment

If you need to cancel your appointment, you can do so either through the SimplePractice client portal messenger or via text message at the number provided. If necessary, you may leave a detailed voicemail message.

#### Late Cancellations/No-Shows

A cancellation is considered late when the appointment is canceled less than 48 hours before the appointed time. A no-show is when a client misses an appointment without canceling. In either case, you will be held responsible for the entire fee of the service scheduled.

#### Late Arrivals

Please be on time for appointments. If you are more than 20 minutes late, you will not be seen and the full fee will apply.

\*A credit card is required to hold your appointment. Fees for no-shows, late cancellations, and overly late arrivals will be charged to your card on file.

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### RESIDENCY REQUIREMENTS

Unfortunately there are no federal provisions that allow mental health professionals to practice teletherapy over state lines, so you must be a resident of Texas in order to be a client and receive therapy services.

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### FEES

Each standard 50-min session is charged at my hourly rate of \$160 and an extended, 80-min session is \$250, unless otherwise agreed.

Should you require a single-page report or letter be written and provided to you or someone you designate, the fee is \$25 each unless such report or letter requires more than 15 minutes of my time to prepare, in which case the fee is based on my hourly rate of \$160 per hour.

Should you require my attendance at meetings or prolonged (over 15 min) correspondence with other professionals or individuals involved in your care on your behalf, I will charge for my time based on my hourly rate of \$160.

You may pay with cash, check, or credit card; should your personal check be returned due to insufficient funds, you will be assessed a \$25.00 service charge and required to pay with cash or credit card thereafter.

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## LITIGATION

I will not voluntarily participate in any litigation or custody dispute in which you are involved. This includes providing documentation such as letters, reports, and affidavits. In addition, I will not voluntarily provide testimony. Should I be ordered by a court of law to appear as a witness in an action involving you, you agree to reimburse me for any time spent out of the office, preparation, and travel, at the rate of \$425.00 per hour, plus expenses.

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## EMOTIONAL SUPPORT ANIMAL (ESA) LETTERS

I will not provide ESA letters. Assessing whether an ESA would meaningfully help or provide therapeutic benefit is not an area in which I have any training and therefore am not comfortable determining.

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## CONTACTING ME

If you need to contact me between sessions, my preference is that you use the secure messenger provided in your SimplePractice client portal account. You may also call me at 832-570-4183 and leave a voicemail or send a text to that same number (if your text message is not clinical or private in nature). I am often not immediately available; however, I will attempt to return your message/call within 24 hours. Please understand that e-mail and text correspondence cannot be guaranteed to be secure; If you choose to reply to any correspondence or initiate communication through these means, you do so at your own risk. I request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies. If a true emergency situation arises, please call 911 or any local emergency room.

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## SOCIAL MEDIA AND VIRTUAL RELATIONSHIPS

Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, Instagram, etc). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. Should you decide to "follow" or comment on/"like" posts made on my business/professional Facebook and Instagram accounts, please understand that these actions are public and therefore a risk to your confidentiality and not an appropriate method of communicating clinical-related issues.

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## PROFESSIONAL RECORDS

The laws and standards of my profession require that I keep treatment records. You are entitled to receive a copy of the records unless I believe that seeing them would be emotionally damaging, in which case I will be happy to send them to a mental health professional of your choice. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. I recommend that you review them in my presence so that we can discuss the contents. You will be charged an appropriate fee based my hourly rate for any time spent in preparing record requests.

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## TERMINATION

Ending relationships can be difficult. Therefore, it is important to have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. I may terminate treatment after appropriate discussion with you and a termination process if I determine that the psychotherapy is not being effectively used or if you are in default on payment. I will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, I will provide you with a list of qualified psychotherapists to treat you.

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BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.