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INFORMED CONSENT: You are about to enter into psychotherapy with me and it is your right to stop treatment and psychotherapy with me at any time. A thorough discussion of the ‘course’ of therapy (e.g., frequency, duration, format-individual, group, couples) as well as termination of any psychotherapy are often productive with me. This important discussion occurs at the beginning of and throughout treatment.

SCHEDULING: I prefer to make or schedule appointments via a phone call. It is more personal. That said, I will use ‘text’ and ‘email’ to schedule. One drawback of these communication modes is that are inherently ‘not secure.’ I ask, when possible and if you are in need of scheduling time, that you please use phone as the voice conveys a certain aesthetic and tone.

CANCELLATIONS OR SCHEDULE CHANGES: I do not have a time-bound (e.g., 24- or 48-hour) cancellation policy. Once you and I agree upon a time, it is in my schedule and I do not offer that time to another. In case of an unforeseen conflict on your end, I am willing to work with you to re-schedule and already scheduled session. I often have limited ability to do so, but if you stay in my practice for any period of time, you will note my willingness to try. If I cannot ‘re-schedule’ a session, I will hold you financially responsible for the time originally scheduled. I encourage patients to use phone, Skype, and FaceTime sessions to avoid charges. As a rule, I do not ‘re-schedule’ already ‘re-scheduled’ sessions.

EMAIL AND TEXTING: In this day and age of electronic gadgetry it is important to know I do not conduct psychotherapy via text or email. I will not read ‘content’ via text or email, only scheduling info. I do not do ‘content’ in these modes of communication as they are both not secure and they exceed the boundaries of our agreement. This means that I do not do anything but schedule via these modes of communication. We can discuss examples of what ‘content’ means in session if you are unclear. Please do ask and I will clarify my definition for you.

INCLEMENT WEATHER OR DISASTERS: Please assume that I am working and call ahead if you have any questions. I will contact you via text or email or leave a recorded message if I am not able to make it in. If you are uncomfortable with a weather event please request a phone, Skype, FaceTime session or ask if I can re-schedule the time.

PAYMENT & DOCUMENTATION: I typically request payment at the time of the session via personal check, cash, or credit card. I now also accept Zelle which is a secure bank to bank payment system. I do charge roughly 2% more (a processing fee) for credit card payments. Zelle does not incur such a charge.

If you are working with me on a weekly basis in Individual, Group, or Couples Psychotherapy I can offer for you to pay me after the last session of the month but by our next scheduled meeting in the next month. I will no longer allow clients to carry a balance without prior discussion with me and a signed agreement. Other schedules of payments can be arranged on a case by case basis. Lastly, I will provide a statement to submit to your insurance company with the appropriate diagnosis and codes on a monthly basis or more frequently as requested. I will discuss the codes and the diagnosis with you.

TERMINATION OF TREATMENT: The nature of the work we do is so deeply personal and private. If you are considering termination, please do so in person and leave - at bare minimum - a few sessions to understand the obvious or underlying reasons that you desire to stop. Text, email, ghosting, a phone call and no-shows often undo or damage the gains made in therapy.

CONFIDENTIALITY: I will release NO information without your written, explicit permission.

I have read and have had clarified the above Consent and Office Procedures;

Name & Date— _____