

PASTORAL THERAPY ASSOCIATES

625 Commerce, Suite 400

Tacoma, WA 98402

Dear Client:

Welcome to Pastoral Therapy Associates (PTA). We are pleased that you have chosen our services. In order for you to be well informed about our policies, your rights as a client, and your therapist's background, we have provided the following information. Please read this material carefully and ask for any clarification you need before signing the attached form.

PTA is a church-affiliated pastoral psychotherapy center whose mission is to provide professional therapy and training in the tradition of pastoral care. We are a community of Judeo-Christian professionals who view our work as ministry, integrating spiritual principles and traditions with contemporary psychotherapy and behavioral science.

OFFICE POLICIES

Fees: Our fees are based on a sliding scale according to family income. While you may have been given an estimate over the phone, your therapist will discuss and determine your actual fee. The minimum fee is \$70 per fifty-minute session. The maximum fee will not exceed \$105 per fifty-minute session. Clients are expected to pay their therapists at each session. Checks are to be made out to Pastoral Therapy Associates or PTA. We do not take medical coupons. Our policy for insurance coverage, where that is an option for you, is that you pay PTA and have your insurance company reimburse you. A five dollar (\$5) fee will be charged for insufficient funds (NSF) checks. Only cash or money order will be accepted as payment of the NSF check. In order to avoid having cash on hand, we do not make change.

Appointments: All therapy sessions are fifty (50) minutes long. Consistency in keeping appointments is important to the therapy process. If you are unable to keep an appointment, you must give your therapist 48 hours advance notice or you will be charged your regular fee for their therapy session. Try not to change appointments if at all possible. PTA therapists' schedules are generally full and it might take some time to re-schedule your appointment. Please accept one of the open hours offered you by the answering service if you have to call and cancel an appointment. During major snow or other transportation crippling weather, most generally your therapist will be available to conduct the therapy hour by telephone--just call five minutes after the beginning of the agreed upon appointment hour.

There is no lobby secretary so, if Dr. Gibson's office door is open, please come on up into the office space. If the door is closed, he will come to greet you in the PTA lobby as soon as he is available.

Contacting Your Therapist: Phone coverage is available on a 24-hour basis. When you wish to leave a message for your therapist, please leave your name, your phone number, the full name of your therapist and your message. If your call is an emergency, please state this clearly to the operator. Your call will be returned as soon as possible by your therapist or one of our staff. Details about this process are also present on my office voicemail (253-627-1550).

Attached is a personal disclosure and information statement from your therapist. Please read it carefully.