



PSYCHAMERICA WORKING AGREEMENT

Paul Kellett van Leer

*MSc (Psych), MSc (TA Psych)
European Certificate of Psychotherapy
Teaching & Supervising Transactional Analyst*

Psychoanalytic & Transactional Analytic Counseling & Psychotherapy

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Confidentiality

All communication between us will be held in strict confidence, and shared with any third parties only if you provide written permission to release information about our work, and where applicable State and Federal law requires, including but not limited to:

- ✚ Reporting instances of suspected child, elder, and dependent adult abuse
- ✚ Evident threats of violence towards self or others
- ✚ Evident terrorist threat

I subscribe to the ethical codes of the European Association of Psychotherapy and the District of Columbia's Professional Code of Conduct.

Working Online

I will see you in person at my consulting room (address above). Where necessary, we can conduct your session online via Psychology Today (sessions/psychologytoday.com/paul-kellett-van-leer), which requires only an up-to-date browser, and offers a level of confidentiality that is compliant with the requirements of HIPAA, GDPR, PHIPA/PIPEDA, and HITECH.

In order to prepare for an online session, do consider the environment of your call. It is best to arrange to work in a comfortable space where you will not be interrupted or overheard, and where you can maintain a strong and secure internet connection. If we are using video, it is best if any light source is in front of you and behind your device's screen.

Sessions & Fee Payment

Sessions last up to 40 minutes. If you wish to reschedule a session once confirmed, and contact me *at least 48 hours prior to your session*, I will offer you any available session times *within the same working week* of the booked session. Otherwise, fees are payable in full for all sessions regardless of attendance.

Session fees become due *at the time of booking*, and overdue after 6pm Friday the week of the session, at which time a 10% late fee is incurred.

You may settle your session fees by **cash, check and Zelle (202 876 4171)**.

You can also pay using any major **credit cards**, for which I am obliged to add a 5% processing charge.

I have read, understood and consent to the above working conditions.

Signed:

Print Name:

Date: