

Karen Lee Gillock, Ph.D.
Cognitive Behavioral Therapy

115 Etna Road, Building 1, Suite 2, Lebanon, NH 03766
603-448-3588, karen@psychologist-nh.com, www.psychologist-nh.com

**TREATMENT CONTRACT
AND INFORMATION ON POLICIES/PROCEDURES**

Welcome to my practice! Thank you for your interest in working together. I appreciate how hard it can be to start a venture such as psychotherapy and congratulate you for having the courage and willingness to take this step towards making some helpful changes in your life.

The treatment contract and supporting materials (HIPAA Notice, Participant Rights and Responsibilities Statement, General Information Form, and Consent to Release Information) – contain important information about my professional services and business policies. I have prepared this contract for two reasons. First, it allows me to comply with the requirement that I obtain informed consent from my clients (*Ethical Principles of Psychologists and Code of Conduct*¹). Second, it allows me to establish a legally enforceable business relationship with my clients and avoid risks of business issues that may become the bases for misunderstandings, boundary violations, and ethical dilemmas or complaints. Although these documents are long and sometimes complex, it is essential that you read it carefully before signing. **Your signature on this document represents a binding legal agreement between us.**

I assure you that everything contained herein is designed to facilitate our work together. By having you undertake this task, I am: 1) introducing you to one of the central features of CBT, which is “homework;” 2) allowing you to take as much time as necessary to completely understand my policies and form any questions or concerns that you would like to address; and 3) essentially reserving our meeting time together for important content issues by restricting the amount of time spent reviewing administrative matters. At our next meeting, you will have an opportunity, using whatever time necessary, to ask any questions and address any concerns to your satisfaction.

Thank you for attending to these necessary administrative matters. I am really looking forward to getting to know you and working with you towards your therapy goals.

Sincerely,

Dr. Karen Lee Gillock
Licensed Clinical Psychologist

¹ <http://www.apa.org/ethics/code>