

**John J. Smrcka, Psy.D.**  
**Southeast Psychotherapy Associates, PLLC**

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(303) 694-0524

Client Services Agreement

This document contains important information about my professional services and business policies and is yours to keep in your personal files. Your signature in reference to this form will indicate that you have received and read this information and that you understand and agree to its terms.

Psychological Services

The practice of psychotherapy varies depending on the professional providing services, the client involved in treatment, and the particular problems you are experiencing. There are different treatment methods and approaches to therapy that can be used to address the problems you hope to address. Successful psychotherapy requires a very active effort on the part of the client. It will be necessary for you to work on issues we talk about outside of our sessions.

Psychotherapy involves discussing difficult aspects of life and you may experience uncomfortable emotions throughout the psychotherapy process. Psychotherapy has been shown to have many benefits including increased ability to function in healthy relationships, at school or work, or to achieve greater personal growth and maturity. There are no guarantees of what benefits, if any, you will experience.

Sessions

Our first session will involve gathering information and an evaluation of your needs. I will offer recommendations, based on your goals, for a psychotherapy treatment plan. The frequency and length of therapy will depend on your needs. Therapy sessions last 45 minutes, unless otherwise planned in advance. I make every effort to start appointments on time. If you are not able to attend your appointment, please provide at least 24 hours notice so that the time can be made available for other clients.

Fees

My fee is \$175 for an initial evaluation and \$130 for each follow up session. Payment is due at the time services are provided. I accept checks and cash. I do not accept credit cards. If you have your fee available at the beginning of the session this will help us make the most of our available time. If your bill is not paid in a timely fashion, it may be turned over to a collections agency or small claims court. You will not be charged for appointments that are cancelled at least 24 hours in advance. Appointments that are not canceled within that time period are subject to a \$75 cancellation fee. Insurance benefits do not provide reimbursement for cancelled or missed appointments.

Insurance Reimbursement

If you plan to use health insurance, it is important for you to know your benefits. Mental Health benefits are often managed differently from other medical benefits. It is important that you determine exactly what benefits your insurance policy provides, the process you need to follow to obtain those benefits, and the amount of your co-pays and deductibles before you begin treatment. If your insurance company denies payment, you will be billed for the total amount for the session and you will be responsible for working with your insurance company to resolve the problem.

Contacting Me

I will make every effort to return phone calls within 24 hours. In emergencies, I can be reached by cell phone at 303-884-7044, including holidays and weekends. I will attempt to return your call as soon as possible. If you cannot reach me and feel that you cannot wait for me to return your call, contact the nearest emergency room or call 911.