

Tiffany C. Shanks, MA, LMFT
Licensed Marriage & Family Therapist #84490
(818) 493-9580
tiffanyshankstherapy@gmail.com

21241 Ventura Blvd, Suite 182
Woodland Hills, CA 91364

18075 Ventura Blvd, Suite 132
Encino, CA 91316

About Therapy

Therapy is a form of self-care that assists you in resolving and managing problematic thoughts, behaviors and feelings. It addresses issues that present themselves in your day-to-day life and in your relationships. By participating in therapy, you can learn new and better ways of living a happy, healthy and productive life. While there are no guarantees, your experience in therapy should help you feel better and achieve positive change.

Though therapy is intended to help you feel less worried, anxious or fearful, it can sometimes cause you to feel worse before you feel better. This is part of the therapeutic process and it usually means you are making progress. You determine if therapy is right for you and you have the right to terminate therapy at any time.

You will be participating in therapy with Tiffany C. Shanks, MA, LMFT, a Licensed Marriage and Family Therapist.

Appointments and Session Fees

Individual sessions consist of a **45-minute hour**; conjoint (2 or more parties, i.e., couple, minor and parent/guardian, family) sessions consist of a **75-minute hour** [billed accordingly]. In order to gain the maximum benefit from therapy, sessions should take place on a regularly scheduled basis. The best results occur when appointments are consistently scheduled and the client maintains regular attendance.

For individual sessions:

The fee for your **first appointment (intake)** is \$135.00 or \$ _____
The fee for your regular sessions is \$110.00 per hour or \$ _____
Your services are being covered by your EAP _____

For conjoint sessions:

The fee for your **first appointment (intake)** is \$185.00 or \$ _____
The fee for your regular sessions is \$160.00 per hour or \$ _____
Your services are being covered by your EAP _____

Please initial that you have read and understand your responsibility for
Appointments and Session Fees:


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Letter and Report Fees


Letter of enrollment and quarterly progress reports are provided at no cost. Thorough examination and evaluation reports are billed at the rate of \$75.00 per hour. These examinations and evaluation reports include, but are not limited to Mental Status Examinations; Custody Assessments; Substance Abuse Evaluation, et al. Letters needed more than every three months will be provided at \$50.00 per letter. If your services are being covered by your EAP, this does not apply.

Please initial that you have read and understand your responsibility for
Letter and Report Fees: 

Disclosure Statement

Payment for Professional Services is due in full at the time services are rendered. If you encounter a problem with the payment of fees, you should discuss it with Tiffany immediately. If you are unable to pay, you should not stop therapy. You are responsible for discussing it with Tiffany immediately. It MAY be possible that other arrangements can be made. All appointments should be scheduled in advance with the Tiffany or at the close of sessions.

Acceptable Payment Methods include cash, check and credit cards. Returned checks will result in a \$35.00 processing fee plus the session fee in the form of cash. Returned checks may result in your needing to pay cash for future services.

Please initial that you have read and understand your responsibility for
Payment for Professional Services and Acceptable Payment
Methods: 


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Cancellations/Missed Appointments

Appointments cancelled or rescheduled within less than 24 hours notice are charged at the rate of 50% of your regular session fee. No call/no show sessions are charged at the rate of 100% of your regular session fee. If your services are being covered by your EAP, this does not apply.

Please initial that you have read and understand your responsibility for
Cancellations/Missed Appointments: 


Confidentiality Statement

All information disclosed within the therapy session, including case notes and records, will be treated as confidential and, under some circumstances, as privileged. No information will be revealed to anyone that is not present in therapy, without your permission, or a legally authorized representative, unless there is an applicable legal or ethical exception. However, Tiffany is required by law to report any *suspected* child, elder or dependent adult abuse and any situation where there is a threat of violence to an identifiable victim. The law also mandates Tiffany to break confidentiality if you, the client, express a danger to self unless protective measures are taken. In addition, disclosures may be required in certain legal proceedings and actions. All questions regarding confidentiality, the release of information and waiver of privilege, etc., need to be discussed with Tiffany.

Please initial that you have read and understand the Confidentiality
Statement: 

Contacting Your Therapist

Between sessions in the event of an emergency, or otherwise, you can reach Tiffany or leave a message at: (818) 493-9580. You will NOT be charged for phone consultations five minutes or less. Calls exceeding five minutes will be charged at the rate of \$1.00 per minute or the equivalent of per minute session fee. Other calls will be charged according to your session fee. If your services are being covered by your EAP, this does not apply.

Please initial that you have read and understand the Contacting Your
Therapist Statement: 

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The Therapeutic and Financial Relationship

The therapeutic and financial relationship with Tiffany C. Shanks, MA, LMFT continues as long as professional services are being provided or until I declare, in person or in writing, that I wish to terminate therapeutic services, or my therapist notifies me that the therapy is being terminated.

I agree to meet with my therapist at least once prior to terminating therapy. I agree to pay for all services provided up until the time the therapeutic relationship is terminated.

I have read and understand all of the terms and conditions stated above regarding therapy. All of my questions have been answered fully. I understand and agree to the terms and conditions of this agreement.

Date Client Name (Please Print) Signature of Client

Date Client Name (Please Print) Signature of Client

I have discussed the above issues with the above-identified client. My observations of this person's behavior and responses give me no reason to believe that he or she is not fully competent to give informed and willing consent to treatment.

Date Tiffany C. Shanks, MA, LMFT

Copy given to client

Original retained by therapist