

**EMILY MALCOUN, PHD**

**OFFICE POLICIES/PRACTICES**

Emily Malcoun, M.Div., Ph.D.  
2789 Bridle Road  
Blomfield Hills MI 48304  
Tel: (267) 701-7022  
Emily.malcoun@gmail.com

**TELEPHONE AND EMERGENCY PROCEDURES**

- ☐ If you need to speak with me between sessions to alert me of an emergency, please call 267-701-7022. Your call will be returned as soon as possible. Messages are checked daily (but never during the nighttime) and less frequently on weekends and holidays.
- ☐ If an emergency requires immediate attention, you agree to call the **National Suicide Hotline at 800-784-2433** or call 911, contact a crisis hotline, or go to a hospital emergency room.

**CONFIDENTIALITY OF EMAIL, TEXT & VIRTUAL COMMUNICATION**

- ☐ If you choose to email me from your personal email account or by text, please limit the contents to issues such as cancellation or change in appointment time. Email, text messages, and skype sessions are not guaranteed confidential. If you choose to communicate with me this way, you do so understanding that I cannot guarantee that these modes of communication are confidential.

**LITIGATION LIMITATION**

- ☐ Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, you agree that should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you (client) nor your attorney, nor anyone else acting on your behalf will call on me to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested.

**MEDIATION & ARBITRATION**

- ☐ All disputes arising out of or in relation to this agreement to provide psychotherapy services shall first be referred to mediation, before, and as a pre-condition of, the initiation of arbitration. The mediator shall be a neutral third party chosen by agreement of Emily Malcoun, Ph.D. and the client(s). The cost of such mediation, if any, shall be split equally, unless otherwise agreed. In the event that mediation is unsuccessful, any unresolved controversy related to this agreement should be submitted to and settled by binding arbitration in accordance with the rules of the American Arbitration Association that are in effect at the time the demand for arbitration is filed. Notwithstanding the foregoing, in the event that your account is overdue (unpaid) and there is no agreement on a payment plan, I can use legal means (court, collection agency, etc.) to obtain payment. The prevailing party in arbitration or collection proceedings shall be entitled to recover a reasonable sum for attorneys' fees. In the case of arbitration, the arbitrator will determine that sum.

**HIPPA**

- ☐ I understand that Dr. Malcoun adheres to the privacy practices outlined in the HIPPA National Providers policy and that this policy is available for my review. I have been given an opportunity to discuss questions about this policy with Dr. Malcoun.

**I have read and accept the above policies:**

\_\_\_\_\_  
SIGNATURE OF CLIENT OR PERSONAL REPRESENTATIVE

\_\_\_\_\_  
DATE

