



Deer Valley Counseling

"Skills for Better Living"

Letters Policy

June 25, 2016

Deer Valley Counseling charges for writing letters.

1. Standard Letters

- a. Follow a standard Deer Valley Counseling predefined format.
- b. Require simple customization with details such as addressee, client name, dates of service, and program status (start, attendance, completion).
- c. Do **not** require customization other than that mentioned above. Do **not** require the therapist to provide extra content.
- d. Cost \$10 each.

2. Custom Letters

- a. Are prepared by your therapist.
- b. Cost your therapist's standard rate, prorated in 15 minute increments, rounded up to the nearest 15 minute increment.
- c. If letter requires consultation with other Deer Valley Counseling staff, the cost for their time will also be included.
- d. You have a right to know the cost of the letter before agreeing to pay for the letter.

3. All Letters

- a. Require you to complete and sign an Authorization for Release of Confidential Information, even if the letters is addressed to yourself.
- b. Please note that your therapist is ethically and legally required to state their clinical and professional judgment as accurately as possible, without including or leaving out any information which might result in a misinterpretation of the therapist's clinical and professional judgment. If you have any concerns, please discuss this with your therapist prior to authorizing preparation of the letter.
- c. Once you have been told the cost and authorize preparation of the letter, you are obligated to pay for the preparation of the letter.