

**Stacey L. Klemptner, MSW, LICSW  
Licensed Independent Clinical Social Worker**

402 Washington St.  
Northfield, Minnesota 55057  
507.645.0444

**Clinical Services Policies**

**Hours:** All appointments must be scheduled in advance. Clinical hours are 50 minutes in length. Some appointments may be prearranged for longer or shorter periods of time.

**Cancellation:** If you are unable to keep your appointment, you will need to cancel it at least 24 hours in advance before your appointment time. **A \$80 fee will be charged to you if your appointment is not cancelled 24 hours in advance.**

**Telephone Answering Process:** All messages may be left on my confidential voice mail which is active 24 hours a day, 7 days a week. This is a private answering system which is accessed only by me. I usually do not answer the phone when I am with a patient. I will make every effort to return your call on the same day you make it, with the exception of weekends and holidays. If you are difficult to reach, please inform me of times when you will be available. If you are unable to reach me and feel that you cannot wait for me to return your call, contact your primary physician or the nearest emergency room and ask for the mental health professional on call.

**Emergency:** My office does not provide crisis or emergency services. Emergency options in this community include:

Police & Rescue Squad, Emergency	911
Rescue Squad, Non-emergency	507.645.8124
Northfield Police, Non-emergency	507.645.4475
Northfield Hospital	507.646.1000
Rice County Mental Health Emergency Line	1.800.422.1286
HOPE Center	1.800.607.2330

You may check the back of your insurance card for further mental health emergency numbers.

**Fees:** My hourly fee is \$120.00, an intake is \$180.00. **Fees or co-pays are to be paid in full at the time of each visit** unless otherwise prearranged. You are encouraged to discuss any questions you have regarding payment as soon as possible. I use a professional billing company that will use and disclose your personal health information in order to bill and collect payment for the services you receive.

**Privacy and Confidentiality:** Confidentiality of information and records is strictly maintained. Except in the situations described below, nobody other than you or your therapist can obtain access to anything in your file without a release of information form signed by you. The release of information form authorizes your therapist to send information to a specific person or agency and is not a general release to everyone. Below are the LIMITS of confidentiality:

**Minors and Parents:** Patients under 18 years of age who are not emancipated and their parents should be aware that the law may allow parents to examine their child's treatment records. Because privacy in psychotherapy is often crucial to successful progress, particularly with teenagers, it is often my policy to request an agreement from parents that they consent to give up their access to their child's records. If they agree, during treatment, I will provide them only with general information about the progress of the child's treatment, and his/her attendance at scheduled sessions. I will always notify the parents if I feel that the child is in danger or is a danger to someone else. Whenever possible, I will discuss the matter with the child prior to disclosing any information to the parents, and do my best to handle any objections he/she may have.

**Consultation:** I may occasionally find it helpful to consult other health and mental health professionals about a case. During a consultation, I make every effort to avoid revealing the identity of my patient. The other professionals are also legally bound to keep the information confidential.

**Administrative Use of Protected Health Information:** You should be aware that I practice with other mental health professionals and that I may employ administrative staff. In some cases, I need to share protected information with these individuals for both clinical and administrative purposes, such as scheduling, billing, and quality assurance. All of the mental health professionals are bound by the same rules of confidentiality. All staff members must agree not to release any information outside of the practice without permission.

**There are some situations where I am permitted or required to disclose information without your consent or authorization:**

- If you are involved in a court proceeding and a request is made for information concerning the professional services I provided to you, such information is protected by the therapist-patient privilege law. I cannot provide any information without your (or your legal representative's) written authorization, or a court order. If you are involved in or contemplating litigation, you should consult with your attorney to determine whether a court would be likely to order me to disclose information.
- If a government agency, pursuant to their lawful authority, is requesting the information for health oversight activities, I may be required to provide it for them.
- If a patient files a complaint or lawsuit against me, I may disclose relevant information regarding that patient in order to defend myself.
- If a patient files a workers compensation claim, I must, upon appropriate request, disclose information related to the claim to appropriate individuals, which may include the patient's employer, the insurer or the Department of Labor and Industry.
- If you communicate a specific reportable misconduct by a health care professional, including sexual misconduct, I must report the information to the appropriate state agency.

There are some situations in which I am legally obligated to take actions, which I believe are necessary to attempt to protect others from harm and I may have to reveal some information about a patient's treatment. These situations are unusual in my practice.

- If I know or have reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years, the law requires that I file a report immediately with the appropriate government agency, usually the local welfare agency. Once such a report is filed, I may be required to provide additional information.
- If I have reason to believe that a vulnerable adult is being or has been maltreated or if I have knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained, the law requires that I file a report immediately with the appropriate government agency, usually an agency designated by the county. Once such a report is filed, I may be required to provide additional information.
- If I believe that you present a serious and specific threat of physical violence to another, I may be required to disclose information necessary to take protective actions. These actions may include notifying the potential victim, contacting your family or others who can help provide protection, contacting the police, or seeking your hospitalization.

- If I believe that you are a danger to yourself, or actively suicidal, I will disclose information necessary to take protective actions. These actions may include notifying the police, contacting family or others who can help provide protection, or seeking your hospitalization.

If such a situation arises, I will make every effort to fully discuss it with you before taking any action and I will limit my disclosure to what is necessary.

While this written summary of exceptions to confidentiality should prove helpful in informing you about potential problems, it is important that we discuss any questions or concerns that you may have now or in the future. **The laws governing confidentiality can be quite complex, and I am not an attorney. In situations where specific advice is required, formal legal advice may be needed.**

**HIPAA:** This office is a covered entity for Health Insurance Portability and Accountability Act of 1996 (HIPAA). You should be offered and have signed for a copy of the Notice of Privacy Practices of this office.

**Qualifications:** Stacey L. Klemptner has a BA degree from Kent State University, and a Masters of Social Work from The Ohio State University. I am a Licensed Independent Clinical Social Worker in the state of Minnesota, and have been working in the public health and social work fields for the past 20 years.