

## OFFICE PRACTICES AND POLICIES

Welcome to my office. The following is general information about myself and office policies. Please feel free to ask any other questions you may have.

**About Myself:** I have been a licensed psychologist practicing in San Antonio since 1988. I earned a Bachelor's in Business Administration from Texas Tech University and worked for eight years as a merchant for Foley's Department Store in Houston. I then moved to Austin and received a Master's Degree and doctorate at the University of Texas at Austin. I have maintained a full-time private practice since that time. I am also trained as a somatic trauma therapist and am an advanced practitioner in craniosacral therapy.

**About the Therapy:** I have a general practice which includes individual psychotherapy for children (age 8 and over), adolescents, and adults of all ages. I also do couples and family therapy, including family crisis intervention. I treat the effects of trauma, both developmental trauma and shock trauma, using Somatic Experiencing techniques. Some clients work with me for just a few sessions while others stay for longer term therapy. I like working with a wide range of issues, including but not limited to depression, relationship problems, anxiety, childhood abuse, and parenting issues. And I use various theoretical approaches depending on the age of the client, the issues presented, the length of the treatment, and the preferences of the client.

There is no standard way in which the treatment unfolds. My approach is dictated by the needs of the client and the demands of the situation. I sometimes offer "homework" assignments to help increase awareness of an issue or conflict and give guidance toward a resolution. This homework is not mandatory and can often be interesting and fun. When I work with children I always involve the parents and sometimes other important members in the child's environment. If you are not getting exactly what you need from the sessions it is important to let me know so we can tailor the therapy expressly for you. Identifying your longing to be met in a particular way and then asking for and receiving it can be a very therapeutic experience.

**Contacting Me:** You can call or text me at 210-857-4215. You can also contact me by email at [beverlydavisphd@att.net](mailto:beverlydavisphd@att.net). If you do not hear from me promptly it is best to also leave me a voice mail message. If I am with clients all day I may not have a chance to call you back until the evening or the next day.

**Time Issues:** Most sessions last an hour (actually 50-55 minutes). Some people work best in hour-and-a-half segments and that also can be arranged. I generally work Monday through Thursday starting at 8 a.m. The evening sessions can fill up quickly so if you want one it is good to schedule ahead. If you have an emergency I will do my best to find a time for you to come in.

**Cancellation Policy:** If you need to reschedule or cancel an appointment, please call at least 24 hours in advance. If you miss an appointment or cancel at the last moment, regular fees will be charged to you for that time. Sudden emergencies or illnesses can be discussed. If you know you will need to cancel an appointment I would very much appreciate as much advance notice as you can provide.

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**Risks of Treatment:** Psychotherapy can challenge the ways in which you typically handle issues and can sometimes create anxiety. Also, if you have never before been to a psychotherapist you may be nervous about how to begin or worried that you will be judged for the information you share. Most of this concern will drop away as you get to know me and yourself in therapy. Progress depends on many factors including motivation, support, and specific life circumstances. Most people report benefit from psychotherapy, but a minority do not. It is important to share any and all concerns you may have about your sessions.

**Confidentiality and Privacy:** Any information you provide me and those under my supervision will be released to others only by your written consent. There are certain circumstances, however, when a psychologist is required to disclose confidential information without consent from clients. I will break confidentiality if:

- You are a danger to yourself or others.
- You are a minor, elderly, or disabled person and are being abused.
- You have perpetrated abuse against a minor, elderly, or disabled person.
- You report sexual contact with a previous psychotherapist or clergy member.
- You file suit against me for breach of duty.
- You use insurance for payment, and the insurance company requests information about your case.
- A court order or other legal proceedings or statute require disclosure.

In order to be compliant with HIPAA rules, you will be given a separate and more complete statement regarding confidentiality of records.