

# Tom Wolfe Olschner, Ph.D.

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## **PRACTICE POLICIES**

This information is being provided in addition to my Disclosure Statement.

When you decide to start therapy you are investing in yourself. Good information about your prospective therapist will help you decide which therapist is right for you. If after reading this document and my Disclosure Statement, you have any additional questions, concerns, or suggestions regarding any aspect of my practice or my credentials, please discuss them with me. I will gladly answer your questions and I welcome your comments.

Psychotherapy is an active and creative process between therapist and client. I want to hear from you how therapy is proceeding, your questions about methods, and your feedback about what is helping and what is not. By so doing, we can tailor your therapy plan to meet your needs and goals.

### **Training, Experience, and Credentials**

After completing my B.A. at Colorado College and serving on staff for four years with Inter-Varsity Christian Fellowship I did my graduate work at Fuller Theological Seminary in Pasadena, California. In 1987 I received my Ph.D. in Clinical Psychology and my Masters of Divinity degrees. My training in graduate school included a one-year internship at Pasadena Guidance Clinics (now called Pacific Clinics) and a one-year internship at St. John's Hospital in Santa Monica, California.

After completing my graduate studies I began in private practice with Associated Psychological Services in Pasadena, California. Concurrently, I worked at The Sycamores, a residential treatment facility for boys, working one year as a staff clinician and two years as Clinical Supervisor. I continued in private practice in Pasadena until 1994 dealing with a broad spectrum of presenting problems but specializing in the areas of sexual addiction, sexual dysfunction, and marital problems. I have been in private practice in the Denver Metro area since March, 1994. I became licensed as a psychologist in the State of California on March 3, 1989 and in the State of Colorado on October 23, 1992.

## **Fee Information**

My fee is \$180.00 per session. My standard session is 50 minutes. My fee for longer/shorter sessions is pro-rated from this basic charge. When I raise my fee, I will notify you ahead of time. I request payment in cash, by check, or by credit card at the time service is rendered. Please fill out your check before the session so that we can make full therapeutic use of your session time. If you have insurance coverage for psychological services, you will need to check with your carrier on how to file a claim. Upon your request I will furnish you with an Attending Provider Statement at the time of your session that will assist you with filing for reimbursement. As I charge for all of my professional time, should you request that I fill out additional documentation for your insurance company we may either do that during a session or I can bill you on a pro-rated basis. Payments may be deductible as medical expenses on your income tax return. For some who are self-employed, psychotherapy is an allowable business expense. Please consult your tax advisor for guidance.

## **Cancellations**

If you are unable to keep an appointment, please notify me as soon as you can. There is no charge for appointments cancelled 24 hours or more ahead of the appointment. Any cancellations (for any reason) within 24 hours of the appointment will be charged at 50% of the normal fee. No shows to appointments are charged at the full fee of the service.

## **Office Hours**

My office hours are Monday 1:00-5:00, Tuesday 10:00-6:00, Wednesday 8:00-4:00, and Thursday, 1:00-8:00

## **Telephone Calls**

When you call my office (303-427-2300) and I am either away from the office or with a client, the call will be transferred to voice mail after 2 rings. If I am currently on the phone the call will be transferred to voice mail after 1 ring. Please leave times that I can reach you by telephone. I retrieve voice mail messages regularly during my office hours and in the evening on Sunday to receive any cancellation calls for Monday sessions. I will return phone calls during business hours as soon as I am able, almost always within 24 hours. In a clinical emergency you can call me on my cell phone at 720-394-0907. I do not charge for brief conversations. However, any discussion that goes beyond five minutes will be billed to you on a pro-rated basis.

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