

## Telepsychology Policy Agreement (OPTIONAL)

**Please read and initial each section. If there are any questions, please discuss them before signing.**

Dr. JoAnna Romero Cartaya uses *thera-LINK* services for video conferencing and messaging/chatting with select clients. Thera-LINK is a HIPAA compliant and secure web-based service offering high levels of security and privacy for clients. Dr. Cartaya has been previously trained in the use of telepsychology and regularly reviews ethical and legal issues related to telepsychology and mental health wellness. **While telepsychology can be a valuable communications tool, and even with the highest level of security available for a telehealth service it is still not perfectly secure in the same manner as a private in-office visit. By requesting to use thera-LINK for psychotherapy services and in signing this agreement form, you accept the risks and agree to the conditions of participation.**

Telepsychology interviews are considered mental health care. All laws and regulations for mental health care in the state of Iowa and Minnesota, will be followed in telepsychology services. A psychotherapy note will be generated for each encounter and kept in the client record. We keep all telepsychology information fully confidential and will not share content with other parties without a client's written or oral consent, at the same level of confidentiality as other privileged mental health information. Dr. Cartaya and thera-LINK will not record or keep any photographic information from psychology sessions. Dr. Cartaya will not initiate a thera-LINK session unless it has been scheduled during her business hours on her clinical calendar and will conduct sessions from her secure office spaces without any third-party present unless pre-arranged with the client and for specific therapeutic ends. In the event of a pandemic/quarantine/community crisis, Dr. Cartaya may conduct sessions from a secure home office and will discuss in advance with her clients, if such a measure needs to be adopted to reduce spread of illness for the protection of the community at large. Risks and protective measures of a home office will be discussed either through phone or secure email or messaging prior to the scheduled appointment.

Dr. Cartaya offers telepsychology to clients who have an established therapeutic relationship with her at her Iowa City practice, and only when both she and her client agree that there is sufficient advantage to using this form of communication despite the relative risks to privacy. Dr. Cartaya reserves the right to discontinue telepsychology during treatment if she believes there are therapeutic reasons to do so; a decision to change telepsychology use will always be discussed with the client.

Clients often notice differences in the clinical experience of telepsychology compared to an in-person process. Some of these may be beneficial to therapy, and some detrimental. Clients using telepsychology with Dr. Cartaya agree to discuss both the benefits and limitations of the communication technique with her so that telepsychology's full therapeutic value can be assessed and modified, if possible, to optimize the client's clinical care.

Fees for telepsychology are time-based at the same rate as in-office appointments, as posted on our website. We request that you pre-pay for the appointment when scheduling with the front desk. **Note: Telepsychology (web-based meeting) via thera-LINK can be submitted for insurance claims; however,**

**this service may not be covered and/or reimbursable under all insurance policies;** please check with your health insurer prior to scheduling if you wish to submit a medical claim for reimbursement.

Telecommunication, such as thera-LINK web-based meeting, messaging/chat, and emails, must NOT be used by clients to manage their medical or psychiatric emergencies. Clients having an emergency are to use the agreed-upon safety plan for all emergent care, which may include their nearest emergency room, 911, a crisis line, or their primary care physician’s office services.

Clients using telepsychology with Dr. Cartaya agree to set-up a thera-LINK account prior to the scheduled appointment. Dr. Cartaya will send an invitation email to clients wishing to use thera-LINK to start the process. Clients agree to maintain a highly secure password, and to keep information and sessions physically secure from use or viewing by third parties such as family, friends, or colleagues. All thera-LINK sessions must be conducted in a physically secure and private location—never in public spaces or with third-parties present, unless pre-arranged with Dr. Cartaya and for specific therapeutic purpose.

Clients agree that under no condition will they ever record or produce photographic or written record of a thera-LINK session with Dr. Cartaya, either for personal use or distribution. This is for the safety and security of both Dr. Cartaya and her clients and reflects mutual respect and an appreciation for the vulnerabilities of telecommunication. Failure to comply with this restriction may result in legal action by Dr. JoAnna Romero Cartaya.

*CONSENT for use of Telepsychology Service*

By signing this consent form and by initiating telepsychology via thera-LINK, I am agreeing not to hold Dr. JoAnna Romero Cartaya, Ph.D. or any of the staff associated with her psychotherapy practice liable for network infractions beyond their control.

I acknowledge that I have reviewed the policies on telepsychology as noted above and I agree to comply with them. If I do not understand, or do not agree to comply with the policies and procedures, I will not use telepsychology for communication.

I understand that I have the right to revoke this consent for use of telepsychology at any time and for any reason.

My signature below demonstrates that I have read, discussed, understand and agree to abide by the policies as presented above, for any and all telepsychology care that is received from Dr. Cartaya.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

