



*Counseling  
& Psychotherapy*

Our Locations: Highland Park, NJ | Jersey City, NJ | Freehold, NJ

**COLLATERAL CONTACT POLICY**  
Institute for Personal Growth

A collateral contact is either a third party contacted by your therapist on your behalf with your permission for the benefit of your therapy, or personal contact with your therapist that is not during your scheduled session time. This contact may be in the form of a letter, a telephone call, a fax or in rare occasions a face to face meeting. No third party collateral contacts will be made by your therapist without your prior written consent in the form of an authorization form provided by IPG and signed by you giving permission for the contact. No personal collateral contact will be billed to you without your prior knowledge and consent.

Collateral contacts of either kind will be billed at the discretion of your therapist at a rate of \$40.00 per hour (\$10.00 per 15 minutes, \$20 per 30 minutes etc.) You cannot use your health insurance to pay for collateral contacts. In the event of a collateral contact, your therapist will prepare a bill for you outlining the contact and the cost. You will never be billed for a collateral contact without your prior knowledge and consent.

[  ] I have read and understand this policy.

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Clients Name (please print)

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(Client's Signature)

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(Date)