

Interruptions of Care Policy for Therapy Private Practice

Jackson Ilyas Therapy Solutions Private Practice

Effective Date: January 1, 2023

Last Review Date: January 1, 2025

1. Introduction

At **Jackson Ilyas Therapy Solutions Private Practice**, we are committed to providing consistent, high-quality therapy to support the mental health and well-being of our clients. However, there may be instances when therapy sessions or the course of care is interrupted due to various reasons. This **Interruptions of Care Policy** outlines the procedures and expectations for both clients and therapists in the event of interruptions to the therapeutic process.

2. Definition of Interruptions of Care

Interruptions of care refer to any situation in which there is a disruption to the continuity of therapy services. Such interruptions may include, but are not limited to:

- **Client-initiated interruptions** (e.g., scheduling conflicts, cancellations, or personal reasons for pausing therapy).
 - **Therapist-initiated interruptions** (e.g., illness, vacation, or unexpected absences).
 - **External interruptions** (e.g., natural disasters, pandemics, or unforeseen events that affect either the client or therapist's ability to attend sessions).
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3. Client-Initiated Interruptions of Care

Clients may need to pause or temporarily stop therapy for various reasons. In these cases, the following policies apply:

3.1 Cancellations and Missed Appointments

- **Notice of Cancellation:** Clients are requested to provide at least **24-48 hours' notice** if they need to cancel or reschedule an appointment. This allows the therapist to offer the slot to another client and minimize any disruptions to the schedule.
- **Late Cancellations/No-Shows:** Clients who cancel with less than 24 hours' notice or fail to attend their scheduled session may be charged a **late cancellation/no-show fee** as outlined in the **Late Fee Policy**.

3.2 Temporary Suspension of Services

- **Planned Absences:** If a client knows in advance that they will need to pause therapy (e.g., for a vacation or personal situation), they are encouraged to notify the therapist as early as possible so that appropriate arrangements can be made.
- **Extended Absences:** For clients who may need to stop therapy for an extended period (e.g., due to health issues, relocation, or other significant life changes), the therapist and client will discuss a plan for resuming therapy. The therapist may recommend a referral to another provider during this time, if needed.

3.3 Re-Engagement in Therapy

- **Returning After Interruptions:** If a client returns to therapy after an interruption, the therapist will work with the client to assess their current needs, goals, and treatment plan. The therapist will evaluate whether a re-evaluation of treatment is necessary.
 - **Therapy Goals and Adjustments:** If the interruption was significant (e.g., several months), the therapist may discuss adjusting therapy goals, expectations, or treatment modalities to accommodate the client's current needs.
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4. Therapist-Initiated Interruptions of Care

There may be situations where the therapist needs to interrupt or temporarily suspend therapy services. This may occur due to unforeseen circumstances such as illness, personal emergencies, or planned time off. The following procedures will be followed:

4.1 Therapist Absence

- **Notification:** The therapist will make every effort to notify the client as soon as possible if an absence is necessary. This may be due to illness, planned vacations, or emergencies.
- **Rescheduling:** The therapist will offer the client the option to reschedule the missed session at a mutually convenient time. In the case of extended absences, the therapist may provide referrals to other providers to ensure that the client's care continues uninterrupted.

4.2 Planned Vacations or Breaks

- **Advance Notice:** For planned vacations or extended time off, the therapist will provide **at least 2 weeks' notice** to clients, when possible.
- **Temporary Referrals:** If the therapist will be unavailable for a longer period (e.g., during extended vacations), the therapist may recommend a temporary referral to another qualified provider to ensure continuity of care during the break.

4.3 Illness or Unexpected Absence

- **Immediate Notification:** If the therapist is unable to attend a session due to sudden illness or emergency, they will inform the client as soon as possible.

- **Emergency Sessions:** In cases of sudden, unexpected absence, the therapist may attempt to arrange an emergency or substitute session, if feasible, or offer resources for immediate support.
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5. External Interruptions of Care

External interruptions may be caused by events outside the control of both the client and therapist, such as natural disasters, public health crises (e.g., pandemics), or other unforeseen circumstances. In these cases:

5.1 Public Health Emergencies or Natural Disasters

- **Virtual Sessions:** If in-person sessions cannot be conducted due to an external event (e.g., a pandemic, quarantine, or natural disaster), the therapist will attempt to transition to **virtual therapy sessions** (via phone or secure video platform) to continue providing care to clients.
- **Extended Interruptions:** If therapy sessions cannot be conducted for an extended period, the therapist will provide clients with appropriate resources and referrals until therapy can resume.

5.2 Addressing Impact of External Interruptions

- The therapist will maintain open communication with clients regarding any external interruptions and will work with clients to ensure that they have access to needed support services.
 - The therapist will review the impact of these interruptions on the client's care and adjust the treatment plan or goals as necessary to accommodate the client's current needs.
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6. Protocol for Interruptions of Care

In the event of any interruption to therapy services, the following protocol will apply:

6.1 Communication

- Clear and timely communication will be maintained between the therapist and client regarding any changes to the therapy schedule, whether initiated by the client, therapist, or external factors.

6.2 Documentation

- All interruptions of care will be documented in the client's record, including the reason for the interruption and any steps taken to mitigate the impact on the client's treatment.

6.3 Continued Support

- If an interruption occurs, the therapist will ensure that the client is provided with appropriate support. This may include providing resources, referring the client to crisis services, or arranging for temporary care with another provider.
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7. Reimbursement and Fees During Interruptions

- **Billing for Missed Sessions:** Clients will be billed for missed sessions in accordance with the **Late Fee Policy**, unless the therapist cancels or reschedules due to illness or other personal reasons.
 - **Insurance Coverage:** If the client’s insurance is involved, the therapist will work with the client to address how interruptions in care may affect insurance billing or coverage.
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8. Acknowledgment of Interruptions of Care Policy

By signing below, the client acknowledges that they have read and understood the **Interruptions of Care Policy** of **Jackson Ilyas Therapy Solutions Private Practice**. The client agrees to adhere to the expectations outlined above and to communicate openly regarding any interruptions to their therapy services.

Client's Name: _____

Client's Signature: _____

Date: _____

Therapist's Name: _____

Therapist's Signature: _____

Date: _____

Conclusion

The **Interruptions of Care Policy** ensures that both clients and therapists have a clear understanding of how disruptions to therapy services will be managed. The goal is to maintain continuity of care and provide the necessary support during times of interruption, while also ensuring that the client’s therapeutic progress and well-being are prioritized.