

## **Leslie Lotina, LCSW**

Integrative Health Center of Chapel Hill  
Phone 919-929-7990 Fax 919-929-7991  
leslie.lotina@chapelhilldoctors.com

### Welcome and Business Policy

Welcome to my practice. I am a Licensed Clinical Social Worker with 25 years experience providing psychotherapy and consultation to individuals, couples, families and groups. Below is some information that you may find helpful.

Contacting Me – You can reach me through the center at **929-7990** for scheduling appointments or routine calls and questions. I will return your call as soon as possible.

I will be contacted by IHC staff in the event of an emergent message. If you are unable to reach me or feel that you cannot wait for me to return your call, please contact your physician or the nearest emergency room and ask to speak to the psychiatrist on call.

You may also leave me a message via email if you prefer at [leslie.lotina@chapelhilldoctors.com](mailto:leslie.lotina@chapelhilldoctors.com). Please note that while I do check email daily, emergency messages should not be left at this email address.

#### Fees –

Initial consult:	\$110
Individual psychotherapy	\$100.00 session (50 minutes)
Couples or family Therapy	\$100.00 session (50 minutes)

Cancellation of an appointment should be done 24 hours in advance to avoid charge.

Insurance – I am in network for Blue Cross, Blue Shield and will file these claims for you. You are responsible for your copay on the day of your appointment. For all other insurance I will be happy to assist you to file a claim for services out of network. You are responsible for the payment of your account on the day of service and if your insurance pays out of network they will reimburse you directly after you file the claim. It is important to check with your insurance company to see if my services as a Licensed Clinical Social Worker (LCSW) will be covered and at what percentage they will reimburse you. It is also important to be aware of your annual deductible.

If you choose to use your insurance, please be aware that the insurance or managed care company will require certain information from me to file your claim including a diagnosis.

Confidentiality- There are state and federal regulations (such as HIPAA, the Health Insurance Portability and Accountability Act) that cover the treatment of protected health information. You will receive a privacy statement to review, which outlines these policies and how they are handled in my practice. At the time you review the statement, you will be asked to sign a form acknowledging that you have had a chance to review these policies. You can ask me questions about privacy practices at that time. In addition to being legally bound to protect the privacy of your health care information, I am personally and professionally committed to client confidentiality. Client information is confidential.

To release any information about you, or your treatment, a "Release of Information" must be signed.

Exceptions to Confidentiality- There are certain specific exceptions to this policy. 1) The law requires that I report any suspicions of child abuse; 2) If I believe you are a clear and imminent danger to yourself or someone else, I have the obligation to notify appropriate people for safety purposes and help you not harm yourself or others; 3) If it becomes necessary to contact an attorney or a collection agency, then your name, identifying information about how to reach you, and the amount owed become available to these agents; 4) If a court orders me to, under some circumstance I may be required to release certain records. In addition, the health care providers at IHC work as a treatment team, collaborating with one another to serve you in an integrative, comprehensive manner. If you are seeing multiple providers at IHC, we may need to share information with one another if it is therapeutically indicated. If so, I will ask for your signed permission to do so.