

PRACTICE INFORMATION

Education & Background

I am a licensed independent clinical social worker (LICSW) in the state of Vermont and in the Academy of Certified Social Workers, which is a unit of the National Association of Social Workers. I have a general psychotherapy practice working with individuals, couples and families. I have been in a private practice since September of 1997.

I received my undergraduate degree in psychology from the University of Vermont in 1988. In 1989, I began working at a residential treatment program for adults living with chronic mental illness at Howard Center for Human Services. I worked at Howard Center for approximately seven years in a variety of capacities including residential treatment, outpatient case management, individual therapy, emergency respite program and with Mobile Crisis Services.

I received my Masters in Social Work degree in 1995 from the University of Vermont. During my education I completed 2 years of internships. The first internship was at Hospice of the Champlain Valley working with individuals and families dealing with terminal illnesses. The second internship was at the Department of Health AIDS Program and Vermont CARES. While at the Department of Health I was responsible for coordinating the development of statewide policy, which resulted in a comprehensive statewide plan for the treatment and prevention of HIV/AIDS.

In 1995, I began working at Vermont CARES as a case manager serving rural parts of the state. In 1996, I became the Director of Client Services at Vermont CARES developing and supervising services for individuals and families dealing with HIV/AIDS. From 1997 to 1999, I was the Clinical Director for both prevention and direct services programs at the organization. In 1997, I received my license to practice as an Independent Clinical Social Worker (LICSW). I began a part-time private practice at the Dolan House in Burlington, VT. In 1999, I became the Executive Director of the Vermont Chapter of the National Association of Social Workers. My responsibilities included advocating for both social work professionals and their clients on a statewide level in the legislature, with other coalitions and in other statewide stakeholder meetings. In 2004, I made the decision to focus on my clinical work and moved to a full-time private practice at Optima. From 2008 to 2011, I studied family systems therapy in the Postgraduate Training Program at the Bowen Center for the Study of The Family at the Georgetown Family Center in Washington D.C..

In addition, I have been an Adjunct Faculty Member at Trinity College and the University of Vermont. I have taught at the undergraduate and graduate levels in both the Social Work and the Counseling Programs on topics related to Human Behavior in the Social Environment, Systems Theory, Group Counseling and Counseling Adolescents. My teaching responsibilities also included supervising several social work students in internships at both Vermont CARES and NASW VT Chapter.

Over the 18 years of my work in the health and mental health fields, I have developed particular clinical interests in working with individuals and families dealing with anxiety, depression, adolescence, couples issues, chronic health, terminal illness, grief and loss, substance abuse, sexual orientation and gender identity issues. My theoretical approach to working with individuals, couples and families is based in Bowen Family Systems theory as well as in using a strength's perspective, harm reduction, ecological systems, cognitive behavioral therapy and narrative therapy techniques. I have been a member of the National Association of Social Workers since 1997.

Client's Rights and Confidentiality

Seeking psychotherapy is the formation of a working relationship in which you have the right to ask questions at any point about your treatment. You have the right to be an active participant in your therapy, including forming goals for treatment. You also have the right to terminate treatment at any time. Additional referrals will be made available to you upon request.

All information about you is understood to be confidential to protect your privacy. This information includes the fact that you have or have not received services. Written authorization from you is needed before any release of information takes place, except in the following situations dictated by State Laws and professional codes of ethics:

- If I believe you are at *imminent risk of harming yourself or others* I am able to temporarily break confidentiality and warn a third party of any danger.
- I am mandated by Vermont Law to report actual or suspected *physical or sexual abuse involving children, the disabled and the elderly*.
- While in most situations the law protects confidentiality, I may be required to comply with a court-ordered subpoena or provide records.
- Your managed care/insurance company may require either written or telephone treatment reviews by their clinical personnel to authorize benefits or services.
- I participate in regular supervision meetings with other members of this practice to help ensure quality and skilled work on my behalf. The supervision sessions are confidential and use of a client's name and identifying information is avoided.

Appointments

Therapy sessions are 50 minutes, unless otherwise arranged. The time agreed upon is reserved for you. **If you need to cancel an appointment or reschedule, please give me at least 24 hours notice.** This allows me to schedule people who are waiting for an appointment.

If you cancel an appointment with less than 24 hours notice or miss an appointment you will be charged a \$75.00 fee. Insurance companies do not reimburse for missed appointments.

In the event of an emergency such as an accident or death of a family member I will not bill you for sessions canceled or missed. If possible, please make every effort to contact me or have someone else contact me.

Late Arrivals for Appointments

In the unlikely event that I am late for our appointment (if your schedule permits) I will try to see you for your full session. If I cannot do this, I will see you for the time remaining of the session and adjust your fee. If my lateness can be anticipated, I will make every effort to contact you so that you can adjust your schedule accordingly. If you choose to reschedule your appointment due to my lateness, I will be happy to do so and will not bill you for the session we miss.

If you are late for an appointment, we will begin when you arrive and continue to the end of your planned session. You will be charged for the full session. I urge you to let me know that you are running late and the approximate time when you will arrive.

Coverage When Away

There are times that I will be away for planned absences. Usually, I am away for no more than a week or two for a conference or personal leave. I will tell you about these absences as far ahead as I know about them and you will always know at least two weeks in advance.

In addition, I will always have a reliable professional colleague available to you as back up in the event that you have an emergency need for service. An important part of our setting's policy is that back-up clinicians are closely informed about my clients. Part of our working agreement is that you will permit me to share your full clinical record with the back-up clinician and to discuss your situation with that person before my planned absences. A session with the back-up clinician will be billed at their rate.

Contacting Me

You may contact me at 802-658-4888. My voicemail is confidential and security code protected so that only I have access to messages. I check messages frequently during the work week and periodically during the evenings, weekends and holidays. If there is an emergency, you can reach me on my cell phone at 802-598-7178. You can also email me at michaelgilman@optimavt.org. My website is located at www.opitmavt.org.

Fees and Payment

As of January 1, 2012, my fee is \$125.00 per 50 minutes. Extended sessions are prorated at this fee. Telephone calls (other than scheduling or a brief question) will be billed at this rate. Any phone consultations with you or other professionals on your behalf will be similarly billed, as will all requested written reports.

Insurance

The rules vary greatly regarding insurance plans and pre-certification coverage. It is **your responsibility to contact your insurance company** to ask them about your plan benefits, coverage and any co-payments/deductibles.

Questions to ask them would be:

- What is my benefit for mental/behavioral health?
- Do I need authorizations or pre-certification to begin seeing a psychotherapist?
- What is my in-network and out-of-network benefit?
- Is Michael Gilman, LICSW an in-network provider?
- What is my deductible and copayment for sessions?

For people with high deductible health plans (such as HSAs or HRAs), please speak with your insurance company and employer about how these programs work and how to arrange a for payment from these accounts.

Payment for sessions (co-payment, deductible, etc) is due at the time of each session. Payments can be made in cash or check payable to Michael Gilman. Payment online via PayPal is possible through my website at www.optimavt.org.