

Informed Consent to Therapy Services Adult

Counseling relationship: Welcome to therapy. Our focus is to provide you with an individualized treatment plan that empowers you to live in possibility. If you experience a mental health crisis, you may obtain services by dialing 911 or going to your nearest emergency room.

Client Rights: Some clients achieve their goals in only a few counseling sessions; others may take months or even years of counseling to achieve desired results. You have the right to discuss any concerns about counseling progress, changes in treatment plan, or any feedback with your therapist. You have the right to terminate treatment at any time, although we recommend discussing termination with your therapist to ensure proper closure. Any client not satisfied with the service relationship can discuss this with their therapist, and if the client's best interests are not being served at our location, we will provide referrals to other professionals. If we are not able to resolve your concerns, you can report your complaints in writing to Julia Cedeno, LCSW-S, RPT, or to the Texas Board of Social Work Examiners or Texas State Board of Examiners of Professional Counselors.

Appointments: Regular appointments are 60 minutes in duration, but only 50 minutes are spent engaging in the therapy. The last 10 minutes are used to schedule future sessions, make payment, and allow therapist to document notes. It is important to arrive on time to session, as late arrival decreases the amount of time available and payment for full session is still required.

Session Fees: Therapist fees range by licensure status and experience from \$100-135/hour. Your fee per session is determined once your intake packet is returned and insurance is verified, or self pay rates were discussed at the consultation phone call at booking. Fees for services are due at the end of each session. You are responsible for any charges that are not covered by insurance due to deductible requirements, or rendered CPT codes not covered. Any denials from insurance will be charged to the card on file; however a 72 hour notice will be given if other method of payment is preferred. Cash, check or credit card accepted. **If paying with credit card, there is a flat rate of \$1.50 per charge as a convenience fee.** Also, any request for copying a client's records will incur charges up to \$50, depending upon the size of the file.

Cancellation Policy: If you cannot keep an appointment, please notify us by phone **24 hours** in advance to reschedule. If this 24 hour notice is not respected, you will be charged a **\$75 fee on weekdays, and full session cost of \$135 (regardless of insurance) for weekend appointments.** Cancellations must be made during business days (i.e. Monday appointments must be cancelled by Saturday). However, if your first intake session is missed, you will be automatically charged the full amount of the 90 minute intake session of \$200 with the credit card used to schedule your appointment. This fee must be paid before additional sessions may be scheduled. If you use insurance, they will not cover this fee—therefore, you are responsible for paying this fee out of pocket. Any client who misses 2

appointments without notice will have any recurring appointments automatically cancelled.

Confidentiality: All of our communication is confidential, except in the following cases: a)we determine you are a danger to yourself or others; b)you disclose or we suspect abuse, neglect, or exploitation of child, elderly or disable person; c)we are ordered by court to disclose information; d)you direct us to release your records; e)otherwise required by law. If we see you in public we will protect your confidentiality by acknowledging you only if you approach us first.

E-mail and Phone Communication: Phone calls may be taken to discuss appointments, billing, and other issues not related to the treatment plan. If you request phone consultation, you agree to pay the rate of \$35 per 15 minutes increments of phone time; however, there is no guarantee to availability. If you have a mental health emergency, it is your responsibility to call 911 or go to the nearest emergency room. You will receive emails/texts for appointment reminders; however, sensitive information regarding treatment will not be communicated via email or text because our email is not encrypted.

***Legal fees:** We have no forensic experience; therefore we would generally not be a good expert witness. My focus in providing counseling and psychotherapy is on treatment and healing. It is NOT my intention to become involved in cases that require evaluation (either written or otherwise) or my testifying in court. You can hire another mental health professional for an evaluation you are seeking for testimony. You can instruct your attorney not to subpoena us. However, should this service be needed, when subpoenaed, our hourly fee is \$200 for any amount of work performed including reports, drive time, wait time, depositions, and court proceedings. The fee for copying records will be \$50 flat fee. The client or guardian associated with the subpoena request will be required to pay these fees. We require a retainer fee of a minimum of \$600 no later than 72 hours prior to the court date.

By signing below and initialing next to each section, you are indicating that you have read and understood these statement and policies. If you had any questions, you were able to ask them to your therapist and they have been answered to your satisfaction. You were also furnished a copy of this statement. By our signature, we verify the accuracy of this statement and acknowledge our commitment to conform to its specifications.

Client Full Name

Client Signature

Date

Therapist's Signature

Date