

# Informed Consent

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All of our conversations, our work together, your records, and any information provided to us is protected by client privilege. This means that the law protects you from having information about you shared with anyone without your consent. Your privacy is respected and we intend to honor your privilege. However, there are some limits to your privacy, which are described below.

If your counselor believes that there may be a risk that you might harm yourself or someone else, they may be required to contact emergency services or another person to give them the opportunity to protect you or the other person. Your counselor is a mandated reporter. If you are abusing children, an elderly individual, or individuals of other vulnerable populations, we are required by law to report this information to the proper authorities to protect others from harm.

The financial part of our relationship also imposes some confidentiality limits. If you are using insurance or another third party payer, we must share certain information with them, including, but not limited to, your diagnosis and the time of your visits. If your counselor submits claims to your insurance company, they may require us to provide additional information, such as symptoms and your progress.

## General Policies

Counseling sessions are typically 50-55 minutes long and we must end each session promptly. Payment is due at each appointment. You will be charged a cancellation fee if you do not cancel your appointment within 24 hours in advance or are over 30 minutes late to your scheduled appointment. Please keep in mind that if you are using insurance coverage for services, they will not cover missed appointment fees and therefore, you will be responsible for the \$50.00 fee.

We check messages throughout the day and whenever possible, we will return your call, text or email within 24 hours. However, if you are experiencing an emergency or crisis situation please call 911, go to your local emergency room, or call the National Suicide Hotline at 988. There may be extended periods of time when your counselor may be unreachable due to travel. During that time you may be given the number of another counseling professional to assist in your counselor's absence.

This information is to help you understand policies surrounding your counseling services and what you can expect from your time in treatment. If you have questions or concerns at any time throughout your treatment, please don't hesitate to ask so that your counselor can assist in explaining needed items more thoroughly.

I have read and understand:

- The limitations to confidentiality
- My HIPAA rights and was provided a copy of my rights
- General office policies
- I am aware that I can access copies of these documents by request

## Client Signature

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