

### **APPOINTMENTS**

Therapy appointments are scheduled in 60-90 minute increments. To respect the time of all clients, sessions will begin and end at scheduled time. Clients are charged for appointments that are not cancelled 24 hours in advance.

### **CLIENT RIGHTS**

At any time you may questions and/or refuse counseling suggestions or diagnostic procedures, as well as ask about the process and course of counseling. My clients are given the respect of the highest level of confidentiality. However, there are important exceptions to confidentiality that are legally mandated. In general terms, these are:

1. That I notify relevant others if I judge that a client has any intention to harm themselves or another individual
2. That I report any incident of suspected child/elder abuse, neglect, or molestation
3. That in legal cases, records may be subpoenaed by the court

In cases where the maintenance of confidentiality is, in my clinical judgment, destructive to you, I will inform you of my concern and discuss this with you. When needed, you will be asked to sign a "Consent for Release of Confidential Information" form which will allow me to discuss your treatment with others (such as physicians, previous counselors, etc.) to only the extent you authorize.

### **TERMINATION**

Termination of counseling may occur at any time and may be initiated by either the client or counselor. If a decision to terminate is being made, I request enough notice for a final termination session to be scheduled. If any referral is warranted, it will be made at that time.

### **INSURANCE**

If you choose to file with your insurance company, it is understood that you are giving me permission to reveal confidential information that includes dates of service, diagnosis, billing information, treatment plan, progress notes, and utilization review reports. Health Savings Account funds are eligible to be used for therapy.

### **AFTERHOURS CALLS, EMAIL, AND MESSAGING**

As we work together, you will notice that I do not accept phone calls while I am in session. During sessions and afterhours, calls go to voicemail. If you are in crisis, please call the crisis hotline at 615-244-7444. When communicating via email or text message, it is important to remember that confidentiality is limited and I cannot guarantee that I will respond in a timely manner. If this is a concern for you, please discuss it with me. Furthermore, since you cannot see my facial expressions or hear my tone of voice, my responses will be kept brief in order to minimize miscommunication.

I agree to receive email from my counselor at the following email address:

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Concerning (circle all that apply)

1. Logistical matters (appointment dates, times, directions)
2. Personal matters (i.e. insight to a problem)
3. Updates on resources (trainings, books, videos, podcasts, etc.)

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND STATED POLICIES.**

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(Signature of client or responsible party)

(Date)