



Abundant Life Counseling St. Louis LLC

This document contains important information regarding Abundant Life Counseling St. Louis LLC's professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides privacy protections and patient rights about the use and disclosure of your Protected Health Information (PHI) for the purposes of treatment, payment, and health care operations. Although these documents are long and sometimes complex, it is very important that you understand them. When you sign this document, it will also represent an agreement between you and Abundant Life Counseling St. Louis LLC. We can discuss any questions you have when you sign them or at any time in the future.

Nature of Therapeutic Services

Therapy is a collaborative relationship between client and therapist, with clearly defined rights and responsibilities held by each person, as the therapist assists the client in working towards the client's personal goals and/or resolving presenting problems. As a client in therapy, it is important for you to understand your rights and responsibilities, as well as the legal limitations to these rights. Abundant Life Counseling St. Louis LLC and your therapist also have corresponding responsibilities to you as the client. These rights and responsibilities are described in the following sections.

Therapy has both risks and benefits. Risks may include experiencing uncomfortable feelings, such as sadness, guilt, anxiety, frustration, loneliness and helplessness, as the process of therapy often requires discussing the unpleasant aspects of your life. However, therapy has been shown to have benefits for individuals who undertake it. Therapy often leads to significant reduction in feelings of distress, increased satisfaction in interpersonal relationships, greater personal awareness and insight, increased skills for managing stress and resolutions to specific problems. However, there are no guarantees about what will happen during therapy. Therapy requires an active effort on your part, and your therapist may assign you homework to work on outside of sessions in order to increase likelihood of success.

Appointments

Appointments are 50 minutes in duration, usually once per week at a time we agree on. Sessions may be more or less frequent as needed. If you need to cancel or reschedule your session, please provide Abundant Life Counseling St. Louis LLC with 24 hours notice. If you miss a session without canceling, or cancel with less than 24-hour notice, Abundant Life Counseling St. Louis LLC's policy is to collect the amount of your payment [unless you and your therapist both agree that you were unable to attend due to circumstances beyond your control]. In addition, you are responsible for arriving to your session on time. If you arrive late, your appointment will still

need to end on time. Multiple cancellations may result in termination of therapy services.

Professional Fees

The standard fee for the initial intake session is \$100 and each subsequent session is \$100. You are responsible for paying at the time of your session unless prior arrangements have been made. Payment must be made by check or cash. Any checks returned to Abundant Life Counseling St. Louis LLC are subject to an additional fee of up to \$25 to cover the bank fee that is incurred. If you refuse to pay your debt, Abundant Life Counseling St. Louis LLC reserves the right to use an attorney or collection agency to secure payment.

At this time, Abundant Life Counseling St. Louis LLC does not bill insurance. However, a diagnostic receipt can be provided to you at your request, which you can submit to your insurance company for possible reimbursement. Please note that not all insurance companies reimburse for out-of-network providers. You are responsible for knowing the extent of your insurance coverage.

Professional Records

Your therapist is required to keep appropriate records of the therapeutic services provided to you. Your records are maintained and kept in a locked filing cabinet in a secure location. These records are typically brief, noting you were present for the session, your reasons for seeking therapy, the goals and progress set for treatment, diagnosis, topics discussed, your medical, social, and treatment history, records received from other providers, copies of records your therapist sends to others, and your billing records. Except in unusual circumstances that involve danger to yourself, you have the right to a copy of your file once you've submitted your request in writing. Because these are professional records, they may be misinterpreted and/or upsetting to untrained readers. For this reason, Abundant Life Counseling St. Louis LLC recommends that you initially review them with your therapist, or have them forwarded to another mental health professional to discuss the contents. If your request for access to your records is denied, you have a right to have this denial reviewed by another mental health professional, which your therapist will discuss with you upon your request. You also have the right to request that a copy of your file be made available to any other health care provider at your written request. Your records will never be shared with anyone else, including any other provider, unless you have provided written permission for your records to be released to a specific person.

Confidentiality

Abundant Life Counseling St. Louis LLC's policies about confidentiality, as well as other information about your privacy rights, are fully described in a separate document entitled Notice of Privacy Practices. You have been provided with a copy of that document and your therapist has discussed those issues with you. Please remember that you may reopen the conversation at any time during the course of therapy.

Parents & Minors

While privacy in therapy is crucial to successful progress, parental involvement can also be essential. Abundant Life Counseling St. Louis LLC's policy is not to provide treatment to a child under age 13 unless s/he agrees that the therapist can share whatever information the therapist considers necessary with a parent. For children 14 and older, Abundant Life Counseling St. Louis LLC requests an agreement between the client and the parents allowing the therapist to share general information about treatment progress and attendance, as well as a treatment summary upon completion of therapy. All other communication will require the child's agreement, unless the therapist feels there is a safety concern (see also section on Confidentiality for exceptions), in which case the therapist will make every effort to notify the child of the therapist's intention to disclose information ahead of time and make every effort to address any objections that are raised.

Contacting Me

I (Julie Williamson, LPC, RPT) am often not immediately available by telephone and do not have the ability to send text messages. I do not answer my phone when I am with clients or otherwise unavailable. At these times, you may leave a message on my confidential voice mail and your call will be returned as soon as possible, but it may take a business day or two for non-urgent matters. If, for any number of unseen reasons, you do not hear from me or I am unable to reach you, and you feel you cannot wait for a return call or if you feel unable to keep yourself safe, 1) contact Behavioral Health Services at 314-469-6644, 2) go to your local hospital Emergency Room, or 3) call 911 and ask to speak to the mental health worker on call. I will make every attempt to inform you in advance of planned absences. Some clients prefer to contact me via email. Please be advised that email and other forms of Internet communication are not a secure/confidential means to transmit data. By emailing Abundant Life Counseling St. Louis, you voluntarily waive your rights provided by the HIPPA law, and any other federal or state laws regarding confidentiality and the transmission of information via the Internet. Julie Williamson, LPC, NCC, RPT and Abundant Life Counseling St. Louis, LLC are not legally responsible for the transmission of this data. Also, I do not provide counseling services via phone or email. Phone calls exceeding 20 minutes may be billed at the expense of the client, and emails may not be responded to if I believe the content is better addressed in a therapy session. Email inquiries about services, fees, scheduling, etc. will be answered within one business day.

Grievance Policy and Other Client Rights

Abundant Life Counseling St. Louis LLC welcomes you to talk with your therapist regarding your concerns if you are unhappy with what is happening in therapy, so that your concerns are addressed. Such comments will be taken seriously and handled with care and respect. You may also request that I refer you to another therapist and are free to end therapy at any time. You have the right to considerate, safe and respectful care without discrimination as to race, ethnicity, color, gender, sexual orientation, age, religion, national origin, or source of payment. You have the right to ask questions about any aspects of therapy and about my specific training

and experience. You have the right to expect that I will not have social or sexual relationships with clients or with former clients.

Consent to Psychotherapy

Your signature below indicates that you have read this Agreement and the Notice of Privacy Practices and agree to their terms. Your signature below also indicates that you give permission for Julie Williamson, LPC, NCC, RPT to provide counseling to you.

Signature of Client

Printed Name of Client

Therapist Signature

Date