

BETH M. WARREN, M.A., LPC

Policies and Procedures

Confidentiality: Everything that is said in session is protected by the confidentiality statutes of the State of Texas. That means that I will not disclose any information without your written consent except in the following situations:

- (a) If you threaten grave bodily harm or death to yourself or another person, I am required by ethical standards to inform the intended victim and/or appropriate law enforcement agencies.
- (b) If you report to me, your knowledge of the physical or sexual abuse of a minor child by an adult or of an elder (over 65) by an adult, I am required by law to inform the appropriate child welfare agency which may then investigate the matter.
- (c) If I am required by a court of law (court order) to turn over records to the court or am ordered to testify regarding those records.
- (d) If you file a complaint with the State Board of Examiners, the board has the authority to subpoena confidential mental health information relevant to that complaint.

Professional Consultation: Occasionally therapists find it helpful to consult with other mental health professionals regarding different cases. In such consultations, I will make every effort to avoid revealing any personal identifying information. Consultants, of course, are also legally bound to keep any information confidential. Unless you object, I will not tell you about these consultations unless I feel it is important to our work together.

Appointments: Therapy sessions are 45-50 minutes. For therapy to be effective a commitment to the process through faithfully attending appointments is important.

Cancellation Policy: A 24 hour notice is required if canceling an appointment becomes necessary. You will be billed for the session at the regular session rate if less than 24 hours notice is given or if an appointment is missed without cancellation.

Financial Policy: My fee for services is \$100.00 per session. Payment is due when services are rendered, at the beginning of each session. Payment may be made in the form of with cash or check. I will provide you with a receipt at each session.

Insurance: I do not file insurance. However, you have the option of filing your own insurance. The receipt provided at the end of each session contains the information needed to file a claim. You can contact your insurance company for information on how to file your insurance.

Counseling Risks and Benefits: Psychotherapy can have both risks and benefits. The counseling process may include discussions of your personal challenges and difficulties which can elicit uncomfortable feelings such as sadness, guilt, anger and frustrations. However, therapy has also been shown to have many benefits. It can often lead to better interpersonal relationships, improved work performance, solutions to specific problems and reduction in your feelings of distress. But, there is no assurance of these benefits.

Complaints: If at any time you are dissatisfied with my services, please let me know, and I will do my best to resolve your dissatisfaction. You have the right to address any complaints against Licensed Professional Counselors to the Texas State Board of Examiner of Licensed Professional Counselors, 1100 West 49th Street, Austin, Texas 78756, (512) 834-6658

Please let me know if you have any questions.

ACKNOWLEDGED:

Date: _____ **Client's Signature** _____