

KILGORE SAMARITAN COUNSELING CENTER

GETTING ACQUAINTED

INFORMATION, DISCLOSURE and CONSENT TO THERAPY FORM

Welcome The Kilgore Samaritan Counseling Center welcomes you. Our mission is to provide a ministry of help and counseling through a holistic multidisciplinary team approach that includes psychological, psychiatric and pastoral care. We believe it is important for you to be informed about the nature of counseling and psychotherapy, the policies and procedures governing the help you will receive here, the fees charged for our services, and your rights as a client. At the end of this statement there is a place for you to sign, signifying your general consent to therapy.

Counseling In This Center You have come to us seeking help for some problem or trauma that you and / or your family are suffering from. Counseling and therapy indicates a form of psychological help that address various kinds of personal and family distress such as depression, anxiety, adjustment difficulties at work and with other people, and marital and family conflicts. The goals of therapy range from the relief of symptoms to significant life change based on acquiring a better understanding of one's personal, interpersonal, and social circumstances.

The Kilgore Center's methods of treatment are based on standard practices common to the training and experience of psychotherapists, marriage and family therapists, psychologists, social workers, and pastoral counselors. Practitioners in this Center work within the standards and ethical guidelines of state licensing laws, of professional associations, and of the Samaritan Institute. [A statement of Professional and Clinical Standards is available on request.] Kilgore therapists also respond to the spiritual and theological needs of clients who recognize that values, beliefs, and religious affiliations make a difference in the process of changing and growing, and who want these factors to be considered in their therapy.

Therapy Process Therapy begins with an *intake process* designed to evaluate your needs and difficulties and to help you and the therapist make a decision about engaging in therapy. This usually entails conducting an initial diagnostic interview. If, then, becoming a client here does not seem feasible, you will be helped to select a more appropriate place for the help you need. The *therapy process* itself may take many forms, depending on the issues that need to be addressed and how far you wish to go in dealing with them. Treatment is guided by a *treatment plan* that you and your therapist both agree to pursue. Therapy ends when the work is done, or at the point you decide to end it. Clients are entitled to receive information from therapists about their credentials, education, methods of therapy, the possible duration of therapy, and fees. Your therapist will disclose these facts and opinions in the initial interview/s.

Therapy Policies and Procedures

Your Rights as a Client. You have all of the rights established by the state of Kentucky governing clinical practices. These include the rights of consent to treatment, of seeking disclosure from your therapist about his or her qualifications, of requesting a different therapist, of ending treatment at any time, of accessing the client grievance procedures, and of having the records of your treatment kept in confidence (see confidentiality statement below).

Confidentiality. What you tell your therapist will be kept strictly confidential and will not be revealed to other persons or agencies without your prior written permission, except when mandated by state and federal statutes, and as part of the professional practice of this Center. By law, there are circumstances when the therapist must report information to the appropriate persons or agencies, for example: a) if you threaten grave bodily harm or death to yourself or someone else; b) if you reveal information about child or parental abuse; and c) if ordered by a court of law. If your therapy is court ordered, the results of treatment or tests must be revealed to the court. Also, in keeping with standard professional practice, your case records may be viewed by Kilgore Center staff, consultants, and accreditation reviewers for purposes of diagnosis, treatment, and quality control. In all other instances, your written permission is required before your therapist or the Center can reveal information about your treatment. The Center complies with Federal HIPAA laws and a HIPAA Privacy notice is provided to you as part of your intake.

Fees and Payment. The therapy Fee Agreement that you will complete in the intake interview will state your fee and payment requirements. Your investment in your healing process is an important part of therapy and we request payment at the time of your appointment. You may pay by cash or check or credit card. Each check returned because of insufficient funds will result in a charge to you of \$30 plus bank charges. If your account is more than 60 days overdue, we would, reluctantly, reserve the right to turn your account over to a collection agency. You specifically waive any right to confidentiality regarding financial information given by the Kilgore Center to a collection agency.

Appointments and Cancellations. All appointments are made with your counselor unless the counselor specifically asks the office to make the appointment. If you are unable to keep a scheduled appointment, please notify your counselor or leave a message with the Center's voice messaging system 24 hours in advance. Failure to give 24 hour notification to the counselor or the Center may result in a charge up to the amount of your fee. Currently the charge for a noncanceled missed appointment is \$40. This charge is not covered by insurance.

Insurance and Other Third-Party Payments. If you have insurance or some other third-party coverage (e.g., a managed care organization or employee assistance program) that pays for therapy, you are responsible for giving the Center this information on the Insurance Information Form. The Center will file your claims if the information you give us is accurate and complete. The Center does not guarantee that your insurance or other coverage will pay your claim. You are responsible for the account balance and for deductibles and co-payments required by the insurance or third-party company.

Adjusted Fees and Scholarships: The Kilgore Center has available on a limited basis, reduced-fee scholarships in cases of financial hardship and clinical need. Availability of funds is dependent upon the donations received by the Center for this program. If you believe that you may qualify, ask your therapist for an application.

Ending Therapy. Although you may end therapy at any time, it is preferred that you have at least one face-to-face concluding appointment with your therapist rather than terminating by telephone, mail, or by not showing up. Periodically, clients are given or sent a Client Satisfaction Form that is used to elicit feedback on the therapy process. This is a valuable tool to increase the Center's awareness of the strengths and weaknesses of our services.

General Consent to Therapy

- I have seen and read the information contained in this Therapy Information and Disclosure Form
- I consent to treatment as described in this Therapy Information and Disclosure Form, and will pay for my therapy expenses as prescribed in the Fee Agreement.
- The Kilgore Center occasionally distributes mailings, including newsletters, educational offerings and fund-raising letters. May we have your permission to include your name on our mailing list?
Yes _____ No _____

Please sign below. If you have any questions about the information above that our Administrative staff cannot answer, please consult with your therapist.

Client Signature/s

Witness signature

Date _____

Parent or Legal Guardian of a Minor

Date _____