



SoulCare Counseling

405 Harwood Bedford, Texas 76021

Counseling Information and Agreement

Outpatient Services

Welcome to SoulCare Counseling. We want you to know how honored we are that you have chosen SoulCare Counseling for your counseling needs. We want to provide you with the kind of care that will facilitate your healing and bring you into a right relationship with God, others, and yourself.

This document contains important information about SoulCare's professional services and business policies. Please read it carefully and jot down any questions you might have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between you and SoulCare Counseling.

Counseling Services

Psychotherapy is not easily described in general statements. It varies depending upon the personalities of the counselor and the client and the particular problems for which you are seeking help. There are many different methods that may be used to deal with the problems you want to solve so it is useful to remember that psychotherapy is not like a visit to your medical doctor. Instead, it calls for a very active effort on your part. During the course of evaluation, you and your therapist will determine which problems/issues you want to work on and what method of treatment will best fit with who you are and what you want to accomplish in therapy. Therefore, in order for therapy to be the most effective, you will have to work on the problems/issues talked about not only during therapy sessions but also at home.

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has been shown to have benefits for people. Therapy often leads to better relationships, to insight and proactive solutions to disturbing problems, and to significant reductions in feelings of distress. But there are no guarantees of what you will experience. Remember, in order for you to be helped the most by therapy, you must be willing to commit yourself to the work of therapy.

Meetings

Normally an intake evaluation takes place during the first session. Occasionally, two or more sessions are needed for the intake evaluation. This simply means is that your therapist will be asking for information in order to understand your needs. After the evaluation is complete, your therapist will be better informed as to how to help you move toward realistic, attainable goals in therapy. Regularly scheduled 50-minute therapy sessions are necessary in order to assist you in accomplishing those goals.

Cancellation and No Show Policy

Your progress in therapy is dependent upon keeping scheduled sessions. However, if you need to cancel your appointment ***you must provide at least 24 hours advance notice in case of cancellation.*** Cancelling without providing at least 24 hours notice incurs a ***cancellation fee of \$50.00.*** If an appointment is cancelled and not rescheduled, it is your responsibility to schedule the next appointment time. If you cancel your appointment more than once during the same week an additional fee of \$25.00 will be charged for the second rescheduling. If you fail to cancel and do not show for your scheduled appointment, you will be charged the full amount for the missed session. It is your responsibility to reschedule your next appointment. Understand that these policies are in place and are strictly held to for your benefit. Your mental and emotional well-being is very important and it is hoped that these policies will enable you to gain the coping skills necessary to overcome the difficult issues you are facing during this time.

Professional Fees

The first session for all types of therapy is **75 minutes.**

Intake session for individual therapy: \$150.00

Intake session for couples and family therapy: \$185.00

****Half of the intake session is due when the appointment is scheduled.**

The following fees are for **50 minute** sessions:

Individual therapy: \$100.00

Couples therapy: \$125.00

Family therapy, immediate family only, maximum of 4 members: \$125.00

When family therapy involves more than 4 members, the fee will be negotiated according to the number of family members attending and the length of time required for each session.

Extended family therapy: amount determined by number of family and time required

Extended family therapy is therapy that involves members of the extended family such as clients' parents or siblings. The fee will be negotiated according to number of family members attending and the length of time required for each session.

Group therapy (when available): \$35.00 per individual, 90 minutes

There may be occasions when you need services other than a therapy session at the office. Those services include, but are not limited to, disability report writing, crisis intervention via telephone, attendance at other meetings with other professionals you have authorized, and the preparation of records or treatment summaries as requested by you or by other healthcare providers. Should you require any of these professional services beyond the regularly scheduled weekly appointments, there is a charge of **\$75.00** per hour for those services. If the service does not require the entire hour, the service will be pro-rated. Should you become involved in legal proceedings that require your therapist's participation, you will be expected to pay for the professional time even if called to testify by another party. Because of the difficulty of legal involvement, there is a charge of **\$100.00** per hour for preparation and attendance at any legal proceeding.

Billing and Payments

You are expected to pay for each session at the time it is held, unless otherwise agreed. In circumstances of extreme financial hardship, it may be possible to negotiate a fee adjustment or a payment plan or to arrange for a limited number of pro bono sessions. However, keep in mind that the stated fees above are comparable to the fees charged by other mental health professionals in the area.

Forms of payment accepted are: cash, check, MasterCard, Visa, Discover, and American Express. If a check received does not have the funds to cover it, there will be a fee of \$12.00 to cover the bank's returned check charges. SoulCare **does not** take insurance, however, SoulCare will provide the information you need in order for you to file the necessary paperwork to receive any benefits to which you may be entitled from your healthcare insurance company. If you decide to file for out-of-network provider benefits with your insurance company, you need to be aware of a couple of important things:

1. Your insurance company will require that a mental health diagnosis be given to you.
2. Some confidential information may be disclosed to the insurance company.

Contacting Your Therapist

Your therapist is not always immediately available by phone. If you need to contact your therapist immediately, call the contact number on your written information and leave a message. Your therapist will make every effort to return your call on the same day you made it, however understand that may not always be possible. In an emergency, you should call your primary care physician, your psychiatrist, or 911. You may also contact your therapist by email through SoulCare's website: www.soulcarecounselingdfw.com Should your therapist be unavailable for an extended amount of time, for example, being on vacation, you will be provided with the name of a colleague to contact.

Professional Records

The laws and standards of the counseling profession require that counselors keep treatment records. The clinical record that is maintained on you is the property of SoulCare Counseling. You are entitled to receive a copy of the records unless your therapist believes that seeing them would be physically, mentally, or emotionally damaging. In that case, you have the right to have your records viewed by another mental health professional of your choice. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. Should you decide to view your records, it is recommended that they be reviewed with your therapist who can answer any questions or concerns you may have concerning the contents of your file.

Concerning Minors

It is the policy of SoulCare to not counsel clients under the age of 18 apart from their family. However, in the course of family therapy exceptions may occur to this policy. If it is beneficial and if it is possible, therapy sessions with minors may be scheduled, but you will be fully informed as to when those sessions will be scheduled. If you are under 18 years of age, please be aware that the law may provide your parents the right to know about the content of those private counseling sessions. If you are under age 18, it is the

policy of this practice to request that your parent(s) sign an agreement stating that they agree to occasional private sessions and will give up access to your records. If they agree, they will be provided with only general information about your therapy progress. However, if there is reason to believe that you might seriously harm yourself or others, your parents will be notified of that concern.

Confidentiality and Release of Confidential Information

In general, the law protects the privacy of all communications between a client and a therapist and information about your therapy can only be released with your written permission. However, there are a few exceptions:

- if you are likely to harm yourself
- if you are likely to harm others
- if you are a minor and are being physically or sexually abused or neglected
- if you report the abuse of a child or an elderly person in a therapy session

You also need to know that your therapist may find it helpful upon occasion to consult with other professionals about a case. During these consultations, every effort is made to keep the identity of the client from being revealed. The consultant is also legally bound to keep the information shared confidential.

Your therapist may find it helpful to receive or exchange information with your primary care physician or other health and mental health professionals who are currently treating you. Your signature on this agreement is written advanced consent for SoulCare Counseling to release information to these professionals. A record of any disclosures will be kept in your clinical record. If you do not wish for SoulCare to release any information to other health or mental health professionals who are currently treating you, please be sure to sign the non-release of information statement on the next page.

Summary

While this written contract should provide helpful information to you about the services, policies, and procedures of SoulCare Counseling, it is important that you discuss any questions or concerns you may have regarding any of the content in this contract with your therapist during your next session. Your therapist will be happy to discuss these questions or concerns with you, but if you need specific legal advice, it is in your best interest to contact your attorney.

Signature page

**** Important**** Your signature below indicates that you have read the information in this document and agree to abide by its terms while you are in a therapeutic relationship with SoulCare Counseling.

Signature: _____

Printed name: _____

Date: _____

Non-release of information statement

I do not wish for SoulCare Counseling to release any information to any other health or mental health professional who requests information.

Signature _____

Date _____

Agreement to private counseling sessions if under 18

By signing below, you are agreeing to allow your minor to engage in private counseling sessions and agree to give up access to the content of those sessions.

Signature of parent: _____

Signature of minor: _____

Date: _____