



Brain Builders Counseling & Consulting LLC

PRACTICE POLICIES

APPOINTMENTS AND CANCELLATIONS

Please remember to cancel or reschedule 24 hours in advance by leaving a message through the client portal or a voicemail at (254) 400-9821. If I do not receive such advance notice, you will be responsible for paying the full fee for the session you missed and billed as a “No Show or Late Cancellation”. Termination will automatically occur after two consecutive cancellations/no shows and/or repeated cancellations.

The standard meeting time for therapy is 45 minutes.

Cancellations and no-show sessions will be subject to a full charge if not received at least 24 hours in advance. This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time.

PAYMENT FOR SERVICES

Counseling sessions are delivered on a weekly or biweekly basis according to the needs of the client as well as the counselor's availability. Fees for counseling are due at the time service is rendered.

Fees are as follows:

Initial intake session (1st visit) \$90.00

Each subsequent session (50 minutes) (Individuals) \$90.00

Outside Office Work (court, collaborative law services)* \$500.00/hr

*Client pays all travel and lodging expenses related to legal subpoena, court, collaborative law services

Written Reports & Letters \$125.00/hr

All fees are due and must be paid at the beginning of each session. Payment is due when services are rendered. All major credit cards are acceptable forms of payment. Please note that your credit card authorization form will be kept confidential. Appointments for future sessions will not be made if there is an unpaid balance. In addition, please note that if you have terminated prematurely or did not show up for your session, without prior notice, your card will be charged for the full amount. In return for the fees paid, I agree to provide counseling services for you. Intake sessions are about 50 minutes although they may be a little longer or shorter. Subsequent sessions will be 50 minutes in duration.

ACCESSIBILITY

If you need to contact me between sessions, please send a message through the client portal messaging system. I am often not immediately available; however, I will attempt to return your message within 24 hours. If a true emergency situation arises, please call 911 or any local emergency room.

SOCIAL MEDIA AND TELECOMMUNICATION

Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

ELECTRONIC COMMUNICATION

I cannot ensure the confidentiality of any form of communication through electronic media, including text messages. If you prefer to communicate via messaging for issues regarding scheduling or cancellations, you can use the portal messaging system. While your counselor may try to return messages in a timely manner, your counselor cannot guarantee immediate response and requests that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies.

If you and your therapist chose to use information technology for some or all of your treatment, you need to understand that: (1) You retain the option to withhold or withdraw consent at any time without affecting the right to future care or treatment or risking the loss or withdrawal of any program benefits to which you would otherwise be entitled. (2) All existing confidentiality protections are equally applicable. (3) Your access to all medical information transmitted during a telemedicine consultation is guaranteed, and copies of this information are available for a reasonable fee. (4) Dissemination of any of your identifiable images or information from the telemedicine interaction to researchers or other entities shall not occur without your consent. (5) There are potential risks, consequences, and benefits of telemedicine. Potential benefits include, but are not limited to improved communication capabilities, providing convenient access to up-to-date information, consultations, support, reduced costs, improved quality, change in the conditions of practice, improved access to therapy, better continuity of care, and reduction of lost

work time and travel costs. Effective therapy is often facilitated when the therapist gathers within a session or a series of sessions, a multitude of observations, information, and experiences about the client. Therapists may make clinical assessments, diagnosis, and interventions based not only on direct verbal or auditory communications, written reports, and third person consultations, but also from direct visual and olfactory observations, information, and experiences. When using information technology in therapy services, potential risks include, but are not limited to the therapist's inability to make visual and olfactory observations of clinically or therapeutically potentially relevant issues such as: your physical condition including deformities, apparent height and weight, body type, attractiveness relative to social and cultural norms or standards, gait and motor coordination, posture, work speed, any noteworthy mannerism or gestures, physical or medical conditions including bruises or injuries, basic grooming and hygiene including appropriateness of dress, eye contact (including any changes in the previously listed issues), sex, chronological and apparent age, ethnicity, facial and body language, and congruence of language and facial or bodily expression. Potential consequences thus include the therapist not being aware of what he or she would consider important information, that you may not recognize as significant to present verbally to the therapist.

MINORS

If you are a minor, your parents may be legally entitled to some information about your therapy. I will discuss with you and your parents what information is appropriate for them to receive and which issues are more appropriately kept confidential.

TERMINATION

Ending relationships can be difficult. Therefore, it is important to have a termination process in order to achieve some closure. The appropriate length of the termination depends on the length and intensity of the treatment. I may terminate treatment after appropriate discussion with you and a termination process if I determine that the therapy is not being effectively used or if you are in default on payment. I will not terminate the therapeutic relationship without first discussing and exploring the reasons and purpose of terminating. If therapy is terminated for any reason or you request another therapist, I will provide you with a list of qualified therapists to treat you. You may also choose someone on your own or from another referral source.

Should you fail to schedule an appointment for two consecutive weeks, unless other arrangements have been made in advance, for legal and ethical reasons, I must consider the professional relationship discontinued.

BY SIGNING I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.