



Ashley Crim Boyd, M.A., M.Ed., LPC/MHSP-S

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Client Information

Name: _____ Date of birth: _____

Address: _____

Phone numbers: (cell) _____ (other) _____

Email address: _____ Today's date: _____

Occupation: _____ Employer: _____

Marital Status: Single Married Separated Divorced Spouse/other name: _____

Children's names/ages: _____ Spouse/other cell: _____

_____ Spouse/other occupation: _____

Religious/spiritual preference: _____

In case of emergency, call: _____ Relationship: _____

Cell phone : _____ Other phone: _____

Medical information

Physician's name _____ Phone number: _____

Relevant health history: (any hospitalizations, surgeries, conditions) _____

List any medications you are currently taking: _____

Information related to counseling

Have you ever consulted a counselor before? Yes No

If yes, please list providers and treatment dates: _____

Diagnosis and/or Outcome: _____

Please describe any areas of your life in which you are seeking help? _____

For the areas listed above, what changes would be signs or indications of your progress? _____

Counseling Policies and Informed Consent

The Counseling Process

Counseling is a process that entails the client and counselor working together to help improve the client's well-being. I personally count it an honor to walk with a client through his or her journey of pain as well as growth. Through counseling, many clients develop new tools and skills that help to improve their relationships and overall well-being. Although many people find counseling beneficial, it does require work on the part of the client. There are no guarantees that a client's mental health will improve, and there are potential risks. The counseling process may stir up difficult emotions in the client such as anger, sadness, fear, and hurt. Clients sometimes report feeling worse before they feel better. As the client begins to change, there is also a risk that current relationships may change as well.

As a client, you have the right to decide what you are willing to discuss and what forms of treatment you feel comfortable participating in. Please feel free at any time to ask questions about your course of therapy or methods of treatment used. I keep a record of the mental health care provided to you, and at any point you have the right to see, ask questions, and have a copy of your record. You also have the right to end therapy at any time for any reason with no obligations other than to pay for the services already rendered.

In order to protect the client and provide an environment that is as safe as possible for the client to thrive, I do not attend social events with clients or engage with clients socially outside of sessions. If I see a client that is in a setting outside of our session, I will not engage or make contact with the client unless he or she approaches me first in order to maintain the client's anonymity. I also do not accept gifts from clients.

Counseling Intensives

A counseling intensive is a one, two or three day experience where you work on specific issues in a concentrated manner. Every intensive is tailored to the needs of the client, and it is designed to promote the greatest amount of work in a short amount of time. Most intensives involve story work, experiential therapy, EMDR (Eye Movement Desensitization and Reprocessing) mindfulness training, and specific strategies/grounding techniques to help with nervous system regulation. Yoga, breath and body work, as well as outdoor activities may also be involved in the process. Intensives take place in a beautiful setting away from the hectic pace of life in order for the client to be present and able to focus on deep healing work. Participating in an intensive offers a huge jumpstart for healing and often lessens the amount of time spent in counseling. It is not necessary to be working with a counselor in order to attend an intensive, but it is highly recommended that the work is continued with an individual therapist after the intensive wraps up.

My Philosophy and Training

I began my education at Baylor University, where I graduated with a bachelor of arts in Communications and Journalism. I entered the non-profit world right out of college and soon after went back to graduate school for my master of arts in Biblical Leadership. After working with various populations such as college students, refugees, individuals with physical and mental disabilities, and homeless families, I once again went back to school to earn my master of education in Human Development Counseling at Vanderbilt University.

I am a Licensed Professional Counselor (LPC #0889) and Mental Health Service Provider (MHSP) in the state of Tennessee. I am also an approved Mental Health Service Provider Supervisor for those working toward licensure in the state of Tennessee. I work to promote and celebrate diversity. I offer respect, support and acceptance of any and everyone. All people in all bodies are loved and welcome here. Although I am comfortable working with a wide range of issues, I specialize in working with clients facing issues related to trauma, relationship distress, and anxiety. If at any time you present an issue that I feel is outside of my area of competency, I will gladly refer you to other professionals who are specialized in that area. I also do not prescribe medication, but I have working relationships with other professionals who may do so if we deem this necessary.

Regarding my theoretical approach, I work from a mixture of a Psychodynamic and Cognitive-Behavioral approaches but often use experiential techniques and interventions when applicable. My approach to counseling is heavily influenced by the work of Pia Melody, and I have trained in her model for healing developmental and relational trauma. I am also a level 2 trained EMDR (Eye Movement Desensitization and Reprocessing) therapist, and I implement this form of treatment when appropriate. I approach counseling from a wellness perspective, and I work with the client to promote physical, mental, emotional, social, and spiritual well-being. Although it is not required, I feel very comfortable incorporating the client's spiritual beliefs into the counseling process. I am currently being trained in Trauma Focused Equine-Assisted Psychotherapy, which is a “wordy” way of saying addressing trauma through the powerful relationship between the client and the horse. I am hopeful to be offering this service in the near future.

Financial Information

The fee for my intensive session is \$1,400 for a seven hour day. I currently offer one, two, and three day intensives. Clients are expected to pay for services at least two days before the intensive takes place. If you are unable to attend an intensive, please call to cancel at least 48 hours in advance. **Failure to cancel the appointment 48 hours in advance will result in a half-session charge (\$700).**

I am not a provider on any insurance plans, although your insurance may cover a percentage of my fee if they offer out-of-network coverage. Please check with your insurance company to verify coverage for outpatient mental health services by out-of-network licensed professional counselors. There are risks involved when filing insurance claims; therefore some clients prefer to pay “out of pocket” rather than through their insurer. These risks are described in the “Confidentiality” section.

General Office Information

I can be reached at (615) 519-8105, and you can leave a message on my voicemail if I am unavailable to answer your call. I strive to return calls within 48 hours. If you need immediate attention and I am unavailable, please call the **24-Hour Crisis Hotline at (615) 244-7444 or 911.**

When communicating via email, it is important to remember that confidentiality is limited. By signing below you are saying that you have considered and understand the limitations of confidentiality and agree that you are responsible for keeping your email account private to the extent that you desire for it to be private. At times, I may text message my clients to inform them of scheduling changes. Again, by signing below you are saying that you have considered and understand the limitations of confidentiality and agree that you are responsible for keeping your text messages private to the extent that you desire for them to be private. Please indicate the ways in which you would like to be contacted:

Cell Phone	Yes	No	If yes, may I leave you a message?	Yes	No
Text messages	Would you like to receive correspondence via e-mail?			Yes	No
E-mail	Would you like to receive correspondence via e-mail?			Yes	No

Legal Fees

My strong preference is that I do not discuss cases with/or release records to attorneys. I also prefer not to testify in legal proceedings. If, as a result of signing a waiver of Release of Information, I am required to discuss the case with an attorney, court officer, guardian ad litem, or give legal testimony, written/ electronic/ verbal correspondence to attorneys or any legal representative for any type of legal proceedings, then **you agree to the following:**

- A retainer/deposit of \$800 will be made by the client prior to any correspondence or discussion taking place.
- My professional rate of \$200 per 50 minutes (prorated every 15 min) will be subtracted from the retainer and paid by the client.
- Any appearances in court or out of my office will be charged \$800. If the court appearance is greater than 4 hours, then my hourly rate of \$200 will be added to the initial \$800.
- If I must secure my own legal representation due to involvement with a client’s case, then the client is responsible for paying all of the legal fees and expenses incurred by me.

Confidentiality

The information you share with me during our counseling intensive is legally confidential. It will not be shared with anyone outside of our therapeutic relationship without your written consent. If you choose to use an insurance company for a portion of your payment, it is important to know that they usually require diagnostic/treatment codes and reports regarding the content of our sessions. I have no control as to what the insurance company chooses to do with this information after I submit these reports.

There are a few exceptions to confidentiality that are important for you to know about.

Confidentiality may be broken in the following situations:

- 1) I have reason to believe that you intend to harm yourself (suicide) or someone else (homicide)
- 2) You disclose abuse or neglect of a child, elderly, or disabled person
- 3) Your record is subpoenaed by a court of law
- 4) You claim “emotional damage” in a law suit (see related fees in the “Financial Information” section)

My signature below indicates that I have read the information included in this document and agree to all the terms related to the counseling policies and informed consent during our professional relationship.

Client’s Signature

Date