



EMOTIONAL HEALING COUNSELING SERVICES, PLLC

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Informed Consent for Counseling

Client-Counselor Service Agreement

Welcome to my practice. My name is Larry Williamson and I am a Licensed Professional Counselor (LPC), licensed by the Texas State Board of Examiners of Professional Counselors and a Licensed Chemical Dependency Counselor (LCDC), licensed by the Texas Department of Health and Human Services Commission. This document contains important information about my professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides privacy protections and patient rights about the use and disclosure of your Protected Health Information (PHI) for the purposes of treatment, payment, and health care operations.

Although these documents are long and sometimes complex, it is important that you understand them. When you sign this document, it will also represent an agreement between us. We can discuss any questions you have when you sign them or at any time in the future.

Counseling is a relationship between people that works in part because of clearly defined rights and responsibilities held by each person. As a client in counseling, you have certain rights and responsibilities that are important for you to understand. There are also legal limitations to those rights that you should be aware of. As your counselor I have corresponding responsibilities to you. These rights and responsibilities are described in the following sections.

Goals of Counseling

There can be many goals for the counseling relationship. Some of these will be long term goals such as improving the quality of your life, learning to live with mindfulness and self-actualization. Others may be more immediate goals such as decreasing anxiety and depression symptoms, developing healthy relationships, changing behavior or decreasing/ending drug use. Whatever the goals for counseling, they will be set by the clients according to what they want to work on in counseling. The counselor may make suggestions on how to reach that goal, but you decide where you want to go.

Risks/Benefits of Counseling

Counseling is an intensely personal process which can bring unpleasant memories or emotions to the surface. There are no guarantees that counseling will work for you. Clients can sometimes make improvements only to go backwards after a time. Progress may happen slowly. Counseling requires a continually active effort on your part. To be most successful, you will have to work on things we discuss outside of sessions.

However, there are many benefits to counseling. Counseling can help you develop coping skills, make behavioral changes, reduce symptoms of mental health disorders, improve the quality of your life, learn to manage anger, learn to live in the present and many other advantages.

Sessions

Sessions will ordinarily be 50-60 minutes in duration, on a frequency and time we agree on. The time scheduled for your session is assigned to you and you alone. If you need to cancel or reschedule a session, I ask that you provide me with 24 hours' notice. If you miss a session without canceling, or cancel with less than 24 hour notice, you may be required to pay for the session (*unless we both agree that you were unable to attend due to circumstances beyond your control*). In addition, you are responsible for coming to your session on time; if you are late, your appointment will still need to end on time.

Confidentiality

As your counselor, I will make every effort to keep your personal information private. If you wish to have information released, you will be required to sign a consent form before such information will be released. There are some limitations to confidentiality to which you need to be aware. As your counselor, I may consult with another professional counselor to give you the best service. If I consult with another counselor, no identifying information such as your name would be released. Counselors in the state of Texas are required by law to release information when the client poses a risk to themselves or others and in cases of abuse to children or the elderly. If I should ever receive a court order or subpoena, I may be required to release some information. In such a case, I will limit the release of information to only what is necessary by law.

Confidentiality and Technology

Some clients may choose to use technology in their counseling sessions. This includes but is not limited to online counseling via telephone, email, text, or chat. Due to the nature of online counseling, there is always the possibility that unauthorized persons may attempt to discover your personal information. I will take every precaution to safeguard your information but cannot guarantee that unauthorized access to electronic communications could not occur. Please be advised to take precautions concerning authorized and unauthorized access to any technology used in counseling sessions. Be aware of any friends, family members, significant others or co-workers who may have access to your computer, phone or other technology used in your counseling sessions.

Record Keeping

I am required to keep records of your counseling sessions and a treatment plan which includes goals for your counseling. These records are kept helping facilitate a direction to your sessions and continuity in service. They will not be shared except with respect to the limits to confidentiality discussed in the Confidentiality section. Should the client wish to have their records released, they are required to sign a release of information which specifies what information is to be released and to whom. Records will be kept for at least 5 years but may be kept for longer. Records will be kept in a paper file and stored in a locked cabinet in the counselor's office.

Professional Fees

I do not accept or bill insurance providers at this time. However, I am more than happy to fill out any insurance paperwork so that you can file your claim if you so choose. Therefore, you are responsible for paying at the time of your session unless prior arrangements have been made. Payment must be made by cash, debit card or credit card. There will be an additional 3% fee for the use of debit or credit card payment. This fee covers bank processing fee for card use.

To receive sliding scale fees, you must present proof of income through recent pay stubs.

Schedule

SLIDING SCALE FOR 60-MINUTE INDIVIDUAL SESSION

\$30,000 (Yearly) and below	\$30
\$30,001 (Yearly) to \$40,000	\$40
\$40,001 (Yearly) to \$50,000	\$55
\$50,001 (Yearly) to \$75,000	\$70
\$75,001 (Yearly) to \$90,000	\$85
\$90,000 (Yearly) and above	\$100

Contacting Me

I am often not immediately available by telephone. I do not answer my phone when I am with clients or otherwise unavailable. At these times, you may leave a message on my confidential voice mail and your call will be returned as soon as possible, but it may take a day or two for non-urgent matters. If you feel you cannot wait for a return call or it is an emergency, please go to your local hospital emergency room or call 911, the local county crisis agencies, or the National Suicide Hotline at 1-800-784-2433.

Email and text

Counselor may request client's email address. Client has the right to refuse to divulge email address. Counselor may use client's phone number to text or use client's email address to remind or confirm session date and time with client.

If you would like to receive any correspondence through email, please write your email address here: _____.

If you would like to opt out of email correspondence, please initial here _____.

If you would like to opt out of text correspondence, please initial here _____.

Complaint process

An individual who wishes to file a complaint against a Licensed Professional Counselor may write to:

Complaints Management and Investigative Section

P.O. Box 141369

Austin, Texas 78714-1369

or call 1-800-942-5540 to request the appropriate form or obtain more information.

Consent to Counseling

Your signature below indicates that you have read this Agreement and agree to its terms.

Client Signature _____ Date _____