

**Janna Benkelman, MS, LPC**  
**303-805-7168**  
**827 Grant Street**  
**Denver Colorado 80203**

Thank you for choosing Janna Benkelman, MS L.P.C. Today's appointment will take approximately 50 minutes. I realize that starting counseling is a major decision and you may have many questions. This document is intended to inform you of my policies, State and Federal Laws and your rights. If you have other questions or concerns, please ask and I will try my best to give you all the information you need.

My degrees, credentials and licenses include the following:

**Janna Benkelman, Licensed MSRC, Professional counselor, #401**  
**Degrees: MSRC from University of Nevada at Las Vegas (1984)**  
**MA, Human Devp and Family Relationships, CSU (1978)**

You need to know that the practice of psychotherapy is regulated by the Mental Health Licensing Section of the Department of Regulatory Agencies, if you have a grievance against any psychotherapist, the address of the State Grievance Board is 1560 Broadway, Suite 1350, Denver, Colorado 80202 and the telephone number is 303-894-7800. The board that deals with LPCs are the Licensed Professional Counselor Examiners.

- \*Registered psychotherapist is a psychotherapist listed in the State's database and is authorized by law to practice psychotherapy in Colorado but is not licensed by the state and is not required to satisfy any standardized educational or testing requirements to obtain a registration from the state.
- \*Certified Addiction Counselor I (CAC I) must be a high school graduate, complete required training hours and 1,000 hours of supervised experience.
- \*Certified Addiction Counselor II (CAC II) must complete additional required training hours and 2,000 hours of supervised experience.
- \*Certified Addiction Counselor III (CAC III) must have a bachelor's degree in behavioral health, complete additional required training hours and 2,000 hours of supervised experience.
- \*Licensed Addiction Counselor must have a clinical master's degree and meet the CAC III requirements.
- \*Licensed Social Worker must hold a master's degree in social work.
- \*Psychologist Candidate, a Marriage and Family Therapist Candidate, and a Licensed Professional Counselor Candidate must hold the necessary licensing degree and be in the process of completing the required supervision for licensure.
- \*Licensed Clinical Social Worker, a Licensed Marriage and Family Therapist, and a Licensed Professional Counselor must hold a master's degree in their profession and have two years of post-master's supervision.
- \*A Licensed Psychologist must hold a doctorate degree in psychology and have one year of post-doctoral supervision.

I am happy to provide you information about my methods of therapy, the techniques I use, the duration of therapy, (if I can determine it at our first meeting), and my fee structure. Please ask me if you have any questions about these or any other matters, or if you need clarification of any information. While in therapy you will only be treated and contracted with me and no other person, group, partnership, joint venture, or other entity at this location. In addition to the above, you may seek a second opinion from another therapist and, of course, may terminate therapy at any time.

You also need to know that I have contracted my insurance billing with Psyquel Medical Billing, and it will be necessary to provide this billing service with certain information in order to file insurance claims. Psyquel Medical Billing INC. is HIPPA compliant, and will adhere to the Client Confidentiality as outlined in the ACA code of ethics.

While it should go without saying, Colorado Law (12-43-214 Revised Statutes) requires that I inform you that in our professional relationship, physical sexual intimacy is never appropriate and should be reported to the Grievance Board.

Finally, the information provided by you during therapy sessions is legally confidential, except in criminal and delinquency matter and except for the other areas as provided in Colorado Revised Statutes 12-43-218, and the HIPAA Notice of Privacy Rights that you have received. There are also other certain legal exceptions which will be identified should any such situations arise during therapy.

I have been informed, both verbally and in writing of the proceeding information as well as my rights as a client, along with my therapist's degrees, credentials, and licenses. I also understand that Janna Benkelman LPC is a sole practitioner.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinician's Signature

\_\_\_\_\_  
Date