

Tree of Life Counseling Services, LLC



Office Information

Phone: 248-608-4514

Fax: 248-608-4519

Email: info@treeoflifecounselingservices.com

SERVICES CONTRACT

Welcome to the office of Tree of Life Counseling Services, LLC. This document contains important information about my professional services and business policies. It is important that you read this document carefully and present any questions that you have during our first session. Signing this document means that there is a binding agreement between you and I.

ASSUMPTIONS OF RISKS

Therapy sessions carry both benefits and risks. Therapy sessions can significantly reduce the amount of distress someone is feeling, improve relationships, and/or resolve other specific issues. However, these improvements and any "cures" cannot be guaranteed for any condition due to the many variables that affect these therapy sessions. Experiencing uncomfortable feelings, discussing unpleasant situations and/or aspects of your life are considered risks of therapy sessions.

Because of the nature of counseling it involves both benefits and risks. Some of the benefits include better functioning in various areas of living, finding solutions to specific issues and a decrease in negative feelings, thoughts and behaviors. However, it does have some risks because you often will discuss unpleasant memories and related feelings.

COUNSELING SERVICES

I provide professional counseling services to adolescents, adults, couples and families. Counseling is "a professional relationship that empowers diverse individuals, families and groups to accomplish mental health, wellness, education and career goals." We do not provide or perform evaluations for custody, visitation or other forensic matters. Therefore, it is understood and agreed that we cannot and will not provide any testimony or reports regarding issues of custody, visitation or fitness of a parent in any legal matters or administrative proceedings. If we are contacted by an attorney regarding your treatment (either at your behest or related to a legal matter you are involved in) please note the following:

- We charge \$160/hour to prepare for any legal proceeding and for all court-related services.
- We charge \$210/hour to attend any legal proceeding.
- Charges for court-related services are not covered by insurance.
- Court related services include: talking with attorneys, preparing documents, traveling to court, depositions and court appearances.
- If the court or attorneys do not pay our fee, you will be charged for the time we spend responding to legal matters.
- You will also be charged for any costs we incur responding to attorneys in your case, including but not limited to fees we are charged for legal consultation and representation by our attorneys.

CREDENTIALS

I am a State Board Licensed Professional Counselor (LPC; License #6401019287). I have a Masters of Arts in Clinical Mental Health Counseling, and I am currently working towards becoming certified as an alcohol and drug counselor (CAADC).

SESSIONS

For adult, family and group counseling, the initial evaluation time can range from between 1-3 sessions. These sessions and subsequent sessions will range from 45-60 minutes.

For adolescent counseling, during the initial evaluation I will meet with the parent(s) and the minor to discuss the specifics and magnitude of the issue. I subsequently, will meet with the minor individually and the parent as needed either the first 10 minutes of the session or the last 10 minutes of the session. Child and adolescent sessions will range from 30-45 minutes depending on the age and developmental stage of the adolescent. If counseling is initiated, I will schedule one forty-five-minute session per week at a mutually agreed upon time. As part of my services, understandably we will have telephone communications, however, communications via telephone that extend beyond scheduling will be designated as a session and will be prorated based on my normal fees. These fees will be due at the time of your next scheduled in-office appointment. In an effort to maintain confidentiality, communication via internet is not utilized with the exception of scheduling via email. The treatment plan is a collaborative process and in an effort to reduce paper and to have electronic documentation, your treatment plan is available to you at anytime by signing into the Therapy notes portal.

CANCELLATION POLICY

You are responsible for payment of a scheduled appointment unless you provide 24 hours advance notice of cancellations, unless unforeseen emergencies arise. Appointments canceled with less than 24-hour notice, will be subject to a \$50.00 late cancellation fee. Patients who do not show up for their appointment without notice of cancelation will be considered as NO SHOW and will also be subject to a \$50.00 fee.

BILLING AND PAYMENT

At the time of service, you are responsible for payment. I accept personal checks, cash, money orders and credit card. Please be aware that the average out of pocket session fee for clients who do not provide us adequate information for an accepted insurance provider is \$150 for all of Tree of Life Counseling Services' clinicians.

MINORS

Clients age 14 and older have the right to confidential mental health treatment and records, in accordance with applicable state and federal laws. While parents or legal guardians may provide consent for treatment and are financially responsible for services, adolescents retain important privacy rights regarding the content of therapy sessions and clinical records. Parental or guardian access to clinical information, including attendance, requires a signed Release of Information.

CONFIDENTIALITY

Without the written consent of the client or their legal representative I am obligated to maintain confidentiality. However, I am obligated to break confidentiality under certain circumstances which includes:

- **Harm to yourself:** If I believe that you are threatening harm to yourself I am legally obligated to report this. This means that I am required to take actions to protect you such as requiring hospitalization or seeking assistance from loved ones or law enforcement.
- **Harm to others:** If I believe you are threatening serious harm to others I am legally obligated to report this. I have a duty warn the individual(s) who you are threatening, notify law enforcement and seek assistance or hospitalization for you.
- **Harm to minors or individuals who are mentally, emotionally or physically impaired:** If I believe that you are threatening harm to individuals who have a disability, I am legally required to report it to the appropriate state agency.
- **Harm to the elderly:** If I believe that you are threatening harm to an individual who is elderly, I am legally required to report it to the appropriate state agency.
- **If I am required to by court order.**

By signing this contract, you are entering into a binding agreement with Ashley Kotowski Clayton MA, LPC. By signing this agreement, you are acknowledging that you understand and agree to abide by its terms.

DATE

CLIENT*

DATE

PARENT/GUARDIAN (If Client is a minor)*

DATE

PARENT/GUARDIAN (If Client is a minor)*

DATE

COUNSELOR*

Office Locations

Rochester Hills
1460 Walton Blvd.
Suite 60, 70, 20 & 102
Rochester Hills, MI 48309

Lenox
36555 26 Mile Rd.
Suite 3700
Lenox, MI 48048

Clinton Twp.
35455 Garfield Rd.
Suite 103
Clinton Twp, MI 48035

Commerce Twp
2400 Union Lake Rd
Commerce Twp, MI 48382

Oxford
837 S Lapeer Rd
Suite 204
Oxford, MI 48371

Livonia
39000 W 7 Mile Rd.
Suite 3600
Livonia, MI 48152

Royal Oak
1800 W 14 Mile Rd
Suite C
Royal Oak, MI 48073

Taylor
20600 Eureka Rd
Suite 500 Taylor, MI 48180

Troy
1700 W Big Beaver Rd.
Suite 200
Troy, MI 48084

Southfield
24725 W 12 Mile Rd.
Suite 115
Southfield, MI 48034

Grand Rapids
1550 E Beltline SE
Suite 305
Grand Rapids, MI 49506

Novi
42450 W 12 Mile Rd
Suite 305
Novi, MI 48377

**Electronic Signature*

You understand and agree that your electronic consent (including any electronic symbol) is your electronic signature, represents your agreement to the terms and conditions of this agreement, constitutes a valid signature, and shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based record keeping system to the fullest extent permitted by applicable law.