



*Take your life to the next level*

**Heidi Kiebler-Brogan, M.A., LPC, NCC**

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## **Professional Practices**

### **Communications**

For the purpose of sharing case/client specific information we request that you call 908-456-1871 or email [hkbrogan@iecounseling.com](mailto:hkbrogan@iecounseling.com). Do **NOT** text case specific content please. Cell phone communication is not HIPAA protected.

For scheduling purposes we request that you call, text 908-456-1871 or email [hkbrogan@iecounseling.com](mailto:hkbrogan@iecounseling.com)

### **Use of Cell Phones in Sessions**

We request that you turn off your electronic devices during your session(s) and leave them in the designated basket. This is to avoid distractions and ensure your greatest success and participation during the counseling session.

### **Social Media Policies**

It is the practice of IE Counseling/Heidi Kiebler-Brogan and its designees that friending, adding, connecting via social media platforms such as Facebook, Instagram, Twitter etc. be limited to our professional sites only. No personal accounts should be shared between clients and professional representatives of IE Counseling for confidentiality purposes.

### **Contact Outside of Office**

In the event that a client and a designee of IE Counseling/Heidi Kiebler-Brogan encounter one another outside of the office the designee of IE Counseling/Heidi Kiebler-Brogan will not acknowledge or interact with said client unless the client initiates an interaction. Interactions should be limited to social niceties and not any case specific conversations or information to ensure confidentiality.

## Office Hours

Regular business hours are Monday through Friday 9am-6pm.  
(Appointments are accommodated outside of regular business hours when necessary.)

\_\_\_\_\_  
Print Full Name of Client/guardian  
(if under 18 years of age)

\_\_\_\_\_  
Signature of Client or Guardian  
(if under 18 years of age)

\_\_\_\_\_  
Name of client (16 years or older)

\_\_\_\_\_  
Signature of client (16 years or older)

Date: \_\_\_\_\_