

Professional Counselor Disclosure, Informed Consent, and Practice Policies

Recovery Awareness LLC
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Provider: Burton Burt, LMHC, MCAP, SAP
Effective Date: January 1, 2019

This page is provided for transparency and client education. Reading this page or submitting a website contact form does not create a therapist-client relationship. A therapist-client relationship begins only after Recovery Awareness LLC accepts you as a client, intake paperwork is completed, informed consent is signed electronically or in writing, and services are scheduled.

Clients will be asked to review and acknowledge this informed consent through the secure client portal or other approved consent process before services begin. This website version does not replace the signed client consent used for treatment, evaluation, DOT SAP, court-related, or other professional services.

Philosophy and Approach to Therapy

My work is grounded in respect, honesty, accountability, and practical change. As a Licensed Mental Health Counselor and Master Certified Addiction Professional, I understand addiction as a chronic condition involving reward, motivation, memory, behavior patterns, relationships, and decision-making. Recovery is more than abstinence. It involves learning how to live differently, repair what can be repaired, manage emotions, build healthier patterns, and take responsibility without being buried by shame.

My primary clinical approach includes Person-Centered Therapy and Motivational Interviewing. Motivational Interviewing is collaborative and helps clients examine ambivalence, strengthen motivation, and make changes that are consistent with their values and goals. I also use practical interventions such as goal setting, relapse-prevention planning, journaling exercises, homework assignments, family involvement when appropriate, psychoeducation, emotional regulation skills, and referral to additional support when needed.

Therapy is a working relationship. My role is to provide a safe, respectful, and nonjudgmental space where clients can process events, thoughts, emotions, recovery concerns, and behavior patterns. I will ask questions, provide feedback, support accountability, and help clients identify the next practical steps. I will not do the work for you, promise outcomes, or pretend change happens without effort.

Education, Licenses, and Credentials

M.S. in Addiction Counseling, Grand Canyon University, 2019

B.S. in Psychology, Thomas University, 2015

A.A. in Liberal Studies, Thomas University, 2013

Licensed Mental Health Counselor (LMHC), FL MH 22439, 2023

Licensed Clinical Mental Health Counselor (LCMHC), NH 5661, 2025

Master Certified Addiction Professional (MCAP), FL MCAO0100735, 2019

Master Licensed Alcohol & Drug Counselor (MLADC), NH 2007

Internationally Certified Alcohol & Drug Counselor (ICADC), ICADC0827177, 2019

Substance Abuse Professional (SAP), 174098, 2021

Substance Abuse Expert (SAE), 20-256311, 2022

Services Provided

Recovery Awareness LLC provides counseling, evaluation, and related professional services that may include individual therapy, couples counseling, family counseling, group therapy, substance abuse evaluation, mental health evaluation, DUI-related counseling or evaluation, court-ordered counseling, and DOT SAP evaluation services.

Services are based on clinical need, appropriateness, scope of practice, and the requirements of the referral source when applicable. Some clients need a higher level of care than outpatient counseling can provide. When that is the case, I will discuss referrals for services such as detoxification, intensive outpatient treatment, residential treatment, psychiatric evaluation, medication management, crisis stabilization, or emergency care.

Recovery Awareness LLC does not provide emergency services, medical detoxification, inpatient care, medication management, psychiatric prescribing, or crisis response. Services are not a substitute for emergency medical, psychiatric, or substance-use care.

Risks, Benefits, Alternatives, and No Guarantees

Counseling and evaluation services can be helpful, but they are not risk-free. Therapy may involve difficult conversations, emotional discomfort, increased awareness of consequences, changes in relationships, grief, shame, anger, anxiety, or the need to make decisions that are uncomfortable but necessary. Court-related, employment-related, DUI, DOT SAP, and substance-use evaluations may also result in recommendations that are more intensive than the client expected.

Potential benefits may include increased insight, improved coping skills, stronger recovery planning, improved emotional regulation, better communication, relapse-prevention skills, healthier boundaries, improved decision-making, and greater accountability.

Alternatives may include working with another therapist or evaluator, seeking a higher level of care, attending support groups, pursuing medication or psychiatric evaluation, participating in group treatment, using community recovery supports, delaying services, or declining services. If you are court-ordered, DOT-regulated, or otherwise mandated, declining services may have consequences from the court, employer, probation officer, licensing board, monitoring program, or other referral source.

No specific outcome is guaranteed. Payment for services does not guarantee a particular diagnosis, treatment recommendation, report wording, court result, employment result, licensing result, return-to-duty result, or discharge recommendation.

Court-Ordered, DUI, Mandated, and Evaluation Services

Court-ordered, DUI-related, attorney-referred, probation-referred, employer-referred, licensing-board-referred, monitoring-program-referred, and other mandated services have different confidentiality limits than private voluntary therapy. Before services begin, we will discuss what information may need to be shared, with whom it may be shared, and what written authorization is required.

Reports may include attendance, participation, compliance, evaluation findings, diagnosis when applicable, treatment recommendations, progress, discharge status, and concerns related to risk, safety, substance use, or noncompliance. Information will be limited to what is authorized, required, or clinically appropriate.

Clients are responsible for confirming whether a court, probation officer, attorney, employer, licensing board, DUI program, or other referral source will accept services from Recovery Awareness LLC before scheduling. Recovery Awareness LLC cannot guarantee that any outside agency or court will accept a report, recommendation, or completion letter.

DUI-related services provided by Recovery Awareness LLC do not automatically replace state-required DUI school, probation requirements, treatment ordered by the court, driver's license requirements, or any other legal obligation unless the appropriate authority confirms acceptance in writing.

DOT SAP Services

DOT SAP services are evaluation and compliance-related services for employees who have violated DOT drug and alcohol regulations. The SAP role is not the same as ordinary therapy. The SAP is not an advocate for the employee or the employer. The SAP's role is to protect public safety by professionally evaluating the employee, making education or treatment recommendations, determining whether the employee has demonstrated successful compliance, and providing required reports and follow-up testing recommendations.

DOT SAP services may include an initial SAP evaluation, referral for education or treatment, communication with the Designated Employer Representative, review of completion

documentation, follow-up SAP evaluation, and required SAP reports. SAP reports are sent directly to the DER as required by DOT rules. The employer, not the SAP, decides whether an employee returns to safety-sensitive duties. A successful SAP process does not guarantee return to work, continued employment, reinstatement, licensure, or any particular employment decision.

Remote DOT SAP evaluations may be used only when legally and clinically appropriate and when technology permits real-time audio and video interaction sufficient for evaluation and confidentiality. Clients must provide accurate employer, DER, violation, and identification information. Incomplete or inaccurate information may delay the SAP process.

Confidentiality and Privacy

Privacy and confidentiality are central to counseling. Communications between a client and a Florida licensed mental health counselor are confidential and privileged, except as allowed or required by law. Recovery Awareness LLC complies with applicable confidentiality laws, HIPAA, and, when applicable, federal substance use disorder confidentiality protections.

Confidential information generally will not be released without your written authorization. Written authorization may be revoked in writing, except to the extent information has already been released based on the authorization.

There are important limits to confidentiality. I may or must disclose information without your authorization in situations that include suspected child abuse, abandonment, neglect, child sexual abuse, juvenile sexual abuse, abuse, neglect, or exploitation of a vulnerable adult, serious safety concerns, specific threats of serious bodily injury or death toward an identified or readily available person, medical emergencies, court orders, legal requirements, professional consultation, supervision, treatment, payment, health care operations, audits, complaints, or other situations permitted or required by law.

When disclosure is required or permitted, I will make reasonable efforts to disclose only the information necessary for the purpose of the disclosure. When legally and clinically appropriate, I will discuss the disclosure with you before it is made.

Substance Use Disorder Records and 42 CFR Part 2

Substance use disorder information may receive additional federal protection under 42 CFR Part 2 when those rules apply. To the extent Part 2 applies to Recovery Awareness LLC or to specific records, information identifying a client as having or having had a substance use disorder generally cannot be disclosed without written consent, a qualifying court order, a medical emergency, or another legal permission.

Part 2 records may not be used or disclosed in civil, criminal, administrative, or legislative proceedings against a client without the client's specific written consent or a qualifying court order. If you sign a release allowing communication with a court, probation officer, attorney,

employer, DER, treatment provider, or other party, information may be shared within the scope of that release.

Recovery Awareness LLC maintains a Notice of Privacy Practices that explains privacy rights, uses and disclosures of protected health information, complaint procedures, and contact information for privacy concerns. The Notice of Privacy Practices should be reviewed together with this informed consent. A copy is available upon request and should be made available on this website.

Couples, Family, and Group Counseling

When couples or family counseling is provided, the client may be the couple or family unit rather than one individual person, unless otherwise agreed in writing. Confidentiality expectations, record access, releases of information, and communication outside sessions will be discussed before or during the beginning of services.

In couples or family counseling, I do not agree to keep secrets that materially affect the treatment relationship or the stated goals of therapy. If individual disclosures create a clinical or ethical conflict, I may pause or end couples or family counseling and provide appropriate referrals.

In group therapy, all members are expected to respect the privacy of other group members. However, confidentiality by other group members cannot be guaranteed in the same way confidentiality can be protected by the therapist. Group members are expected not to repeat names, identifying details, or personal information shared by others in group.

Telehealth Services

Telehealth may be available when clinically appropriate and legally permitted. Telehealth services may include secure video or other approved electronic communication. Telehealth has benefits, including convenience and continuity of care, but it also has limits. Technology may fail, privacy may be harder to control, and telehealth may not be appropriate for every clinical concern.

Clients receiving telehealth services must be physically located in Florida at the time of service unless I am legally permitted to provide services in the jurisdiction where the client is located. Clients must provide their current physical location and an emergency contact when requested. If safety concerns arise, emergency services may be contacted in the client's local area.

Clients are responsible for choosing a private location for telehealth sessions, using secure internet when possible, and avoiding participation while driving, impaired, or in a setting where privacy cannot be reasonably protected. Sessions may not be recorded by either party without written permission, except as required by law.

If technology fails during a telehealth session, we will attempt to reconnect. If reconnection is not possible, I may contact you by phone or reschedule as clinically appropriate.

Email, Texting, Portal Messages, and Electronic Communication

The secure client portal is the preferred method for clinical documents, reports, forms, and confidential communication. Standard email and text messaging may be convenient, but they are not guaranteed to be secure and should be used mainly for scheduling, administrative matters, or brief communication.

Do not use email, text messaging, website forms, or portal messages for emergencies or urgent clinical needs. These communication methods may not be monitored outside regular business hours, and response times are not guaranteed.

If you request or agree to receive reports, documents, or private information by email, you understand that email carries privacy and security risks. You may request in writing that reports or private information not be sent by email.

Social Media and Online Boundaries

To protect confidentiality and maintain appropriate professional boundaries, I do not accept friend, follow, connection, or personal contact requests from current or former clients on social media platforms. Public social media contact can compromise privacy and blur the therapeutic relationship.

Please do not use social media messaging for clinical communication. Social media messages are not a secure or appropriate way to discuss therapy, evaluation, substance use, legal matters, court requirements, DOT SAP matters, or emergencies.

Recovery Awareness LLC does not request public reviews from current clients. If you choose to post publicly about services, you understand that doing so may reveal your identity as a client or former client.

Emergencies and Crisis Situations

Recovery Awareness LLC does not provide emergency therapeutic services and cannot guarantee immediate availability outside scheduled appointments.

If you are experiencing a medical, psychiatric, substance-use, or safety emergency, call 911, go to the nearest emergency room, or contact local emergency services. If you are experiencing suicidal thoughts, emotional crisis, substance-use crisis, or need immediate crisis support, call or text 988 for the Suicide & Crisis Lifeline.

Do not wait for a return call, email, text, or portal response from Recovery Awareness LLC if there is an immediate safety concern.

Fees and Financial Responsibility

Payment is due at the time of service unless another arrangement has been made in writing. Clients are responsible for providing accurate billing and payment information and for paying all fees owed. Recovery Awareness LLC accepts major credit cards and cash. Fees are subject to annual review and may be adjusted each January. Existing clients will be informed of fee changes before they take effect.

Service	Fee
Initial Assessment / Consultation / First Session	\$125
Individual Therapy	\$125
Couples Counseling	\$125
Family Counseling	\$150
Group Therapy	\$25
Substance Abuse Evaluation	\$250
DOT SAP Evaluation	\$500
Other Fees	Amount
Missed Appointment / Late Cancellation with less than 24-hour notice	\$75
Records Request / Administrative Records Processing, when permitted by law	\$35
Legal / Court-Related Services, including preparation, travel, waiting time, consultation, records review, testimony, and related work	\$250hr.

A four-hour minimum deposit of \$1,000 is required for legal or court-related services. Unused funds will be credited if the total time spent is less than four hours. Additional time is billed at the hourly legal/court-related rate.

Evaluation, DOT SAP, and specialized assessment fees include reserved appointment time, clinical review, administrative work, coordination, documentation, and report preparation. Once an evaluation has begun or administrative work has been completed, fees are not refundable except as required by law or if Recovery Awareness LLC is unable to provide the service. Rescheduling may be allowed when clinically and administratively appropriate.

Payment does not guarantee a specific recommendation, report outcome, court outcome, employer decision, return-to-duty result, or legal result.

If insurance is used or if you request a superbill, diagnostic and service information may be included. Insurance coverage, reimbursement, and benefit estimates are not guaranteed by Recovery Awareness LLC.

Good Faith Estimate

Clients who are uninsured or choosing not to use insurance have the right to receive a Good Faith Estimate of expected charges before scheduled health care services or upon request. A

Good Faith Estimate is not a bill or a contract. It is an estimate based on the services reasonably expected at the time it is prepared. Actual services and costs may change depending on clinical needs, attendance, court requirements, DOT SAP requirements, evaluation findings, treatment recommendations, or client choice.

Records

Recovery Awareness LLC maintains clinical records as required by law and professional standards. Records may include intake information, dates of service, treatment plans, progress notes, diagnosis when applicable, fees, releases of information, reports, and other clinically relevant documentation.

Client records are maintained for at least seven years after the last client contact, unless a longer period is required by law, contract, audit, litigation hold, DOT SAP requirement, or other applicable standard. Clients may request access to records as allowed by law. Some records, such as psychotherapy notes, SUD counseling notes, third-party information, or information that may create a safety risk, may be handled differently under applicable law.

If Recovery Awareness LLC closes, relocates, or becomes unavailable, records will be maintained, transferred, or made available according to Florida law and applicable professional requirements.

Client Rights

Clients have the right to be treated with dignity, respect, and professional care. Clients have the right to ask questions about services, fees, treatment recommendations, confidentiality, records, and the counseling process.

Clients have the right to participate in treatment planning, receive services appropriate to their needs and goals, refuse treatment, discontinue services, request referrals, and review records as allowed by law.

Clients have the right to be free from physical, sexual, psychological, financial, or professional exploitation. Clients have the right to privacy and confidentiality within the limits described in this consent and under applicable law.

Complaints and Concerns

If you have concerns about services, please bring them directly to me when possible so they can be addressed respectfully and professionally.

Professional complaints regarding licensed mental health counseling may be directed to:

Florida Department of Health
Board of Mental Health Professions

4052 Bald Cypress Way, Bin C-08
Tallahassee, FL 32399-3258
Customer Contact Center: 850-488-0595
Board Office: 850-245-4292

Credential-related complaints may also be directed to:

Florida Certification Board
1715 South Gadsden Street
Tallahassee, FL 32301
Phone: 850-222-6314
Fax: 850-222-6247

Privacy complaints may also be addressed through the process described in Recovery Awareness LLC's Notice of Privacy Practices.

Termination of Services

Clients may end services at any time. When possible, planned termination is preferred so progress can be reviewed, discharge needs can be addressed, and referrals can be provided if needed.

I may recommend ending or transferring services if treatment is not being used effectively, if the client needs a higher level of care, if services are outside my scope or competence, if there is nonpayment, repeated missed appointments, unsafe behavior, conflict of interest, or another clinical or ethical concern. I will make reasonable efforts to discuss termination, provide referrals when appropriate, and avoid client abandonment.

If services are mandated, court-ordered, DOT-related, employer-related, or connected to another referral source, ending services may be reported if authorized or required and may have consequences from that outside authority.

Acknowledgment and Consent

By signing or electronically acknowledging this document, I confirm that I have read, understood, and agree to the information in this Professional Counselor Disclosure, Informed Consent, and Practice Policies document. I understand the provider's degrees, licenses, credentials, services, fees, confidentiality limits, emergency procedures, communication policies, records policies, and my rights as a client.

I understand that I may ask questions before signing and at any point during services. I understand that counseling, evaluation, court-related services, DUI-related services, substance abuse services, and DOT SAP services do not guarantee any particular outcome.

I understand that the website version of this document is for transparency and that my official consent will be completed through the secure client portal or another written/electronic consent process before services begin.