

Rebecca Kloc, MA, LPC
Licensed Professional Counselor/Therapist
3103 Bee Caves Road, Suite 125
Austin, Texas 78746
(512) 940-7434

Welcome to my practice. This Agreement contains important information about my professional services and my office policies.

I am a sole, independent practitioner.

Please note that it is my office policy for children to be supervised at all times. I appreciate your cooperation.

The Process of Counseling: Counseling is different for every person. It varies depending on the personalities of the client and counselor, the issues being addressed, and the needs and goals of each client. Participation in counseling can result in a number of benefits for you, including insight, improvement in interpersonal relationships, a decrease in feelings of distress and anxiety, and the resolution of specific problems. However, working towards these benefits requires effort on your part both during and between sessions. Counseling is a collaborative process that involves your active participation, honesty, and openness in order to progress towards your goals. Given the work that is required for personal growth and change, counseling can also involve risks. Since counseling often involves discussing difficult parts of your life, you may experience uncomfortable feelings or strong reactions. Making changes in your life can sometimes affect your current relationships as well as impacting long held beliefs and behaviors. There are no guarantees in counseling, due to the overall complexity of the process. If it is determined that your needs would be better served by someone else, I will assist you with a referral.

The duration of counseling differs for each individual. Factors such as goals, motivation, life circumstances, and the duration/extent of issues determine whether treatment requires, weeks, months, or longer. You will be encouraged to express your thoughts and feelings regarding your counseling and our therapeutic relationship. It is important that any concerns either of us might have about the appropriateness and effectiveness of treatment be discussed.

Counseling is a voluntary process; while you have the right to discontinue at any time, working together to explore and discuss termination is an important part of the counseling process. It is important for you to initiate a discussion about termination if you are considering it. The essence of counseling is for us to develop a supportive, nurturing relationship. It is beneficial for you to have closure and to have an opportunity to say good-bye.

It is the responsibility of the patient to keep this office informed of any changes in residency and/or phone number as soon as possible.

Fees for services are as follows:

- Initial Evaluation \$125.00 (This can last up to 1½ hours.)
- Individual Psychotherapy \$105.00 per one-hour session

All fees are due and payable at the time of service.

You agree to pay \$105.00 per one-hour session at the time of service.

Insurance: I will be glad to provide necessary documentation for filing insurance claims. Information regarding out-of-network payments is available and I will work to help answer any questions you may have regarding reimbursement through your insurance carrier.

Court: Generally, I do not testify in court as a witness. In rare and unusual situations, where I might be required to testify in court, I will not agree to court appearances or other legal involvements unless we have discussed the matter thoroughly and we both agree that such involvement is within my range of competence and will not interfere with the treatment relationship. Professional fees for court appearances, depositions and attorney consultations are \$600.00 per hour, with a minimum of 3 hours, or actual time if greater than 3 hours, including travel time and waiting time, and are payable in advance. Any other time spent for document or trial preparation is billed at \$150.00 per hour. All out-of-pocket expenses must be paid by check.

Cancellation Notice: There is no charge for cancellation of appointments if notice is given more than 24 hours in advance. The full fee will be charged if you do not provide 24 hours notice or fail to appear for your appointment. Insurance companies do not cover these fees.

Confidentiality: Information that you discuss with your therapist is usually confidential and will not be discussed with anyone not covered under the HIPAA regulations. This means that under most circumstances what is said in a therapy session will not be reported to anyone, even to other family members (except for therapeutic purposes, in the case of a minor). However, there are limits to confidentiality under any of the following circumstances:

1. **Child Abuse:** If I have cause to believe that a child has been, or may be, abused, neglected, or sexually abused, I must by law make a report of this within 48 hours to the Texas Department of Protective and Regulatory Services, the Texas Youth Commission, or to any local or state law enforcement agency.

2. In response to a **court order**, the therapist must testify or release records.
However, a therapist does not release records, depose or testify in response to a *subpoena* unless the client or client's guardian has given written authorization to do so or if the therapist is required by law to do so.
3. If you threaten to harm yourself.
4. If you threaten to harm others.
5. To coordinate services with your primary care provider, your psychiatrist, your referring doctor and/or other relevant providers as stated in the HIPAA regulations.
6. As professionals, we do consult with each other from time to time. Any clinical material is conveyed without identifying information and with the utmost respect for your privacy. Any other release of information requires you or your guardian's written authorization.

Emergencies: While I do not provide formal emergency services, I do wish to be available as much as is reasonably possible. You may call the office number at any time and leave a message if I do not answer. During the business day, I can often, but not always, return calls in a timely manner. Nighttime and weekend calls will usually be returned the next business day. If you find yourself in an urgent situation, use your best judgment to decide whether it is necessary to call 911 or go to the nearest emergency room for immediate care. If I am away for more than a day, my voice mail message will indicate that and state my expected date of return.

If you have any questions about the above information, or if you have questions about a specific situation, please feel free to discuss your questions with me.

Please sign below indicating that you have read, understand, and agree to the information and terms on all pages of this document.

Signature: _____

Date: _____