Clarity Coaching and Counseling: Informed Consent for Treatment and Privacy Notice

Dear Prospective Client: This document explains our role as the professional and your responsibilities as the client. The working relationship is a collaborative one in which we work together to help you access personal resources to handle your problems/obstacles. It is not like a medical visit, where one follows a doctor’s orders. Instead, professionals help clients identify their own goals and align thinking, feelings, and behavior to their own best interests. None of the methods we employ are guaranteed to yield positive or intended results. Rather, we will be working together toward whatever improvement is possible. Though you are likely to find ways to reduce distress, you may also experience uncomfortable feelings or become aware of things you had not fully realized. Sometimes relationships may change as clients gain awareness and implement personal changes. It is, then, a collaborative relationship and we welcome your feedback as well as expect your active involvement, openness, and honesty in order to maximize our work together.

**Fee for Service and Cancellation Policy** Current rates for coaching and counseling are posted on the website. We are a “fee for service” which means fees are due at the time of the appointment. You understand that your appointment time is reserved for you and, once made, **24 hours notice is required for cancellations or changes or you will be charged a $45 fee for** **that session.**

**Discussion of Goal/Treatment Plan** During the first session and throughout the process we will discuss your treatment plan, goals and objectives, and possible outcomes of treatment. You have the right to discuss any aspect of your therapy, including fees, other methods of care, the coordination of care with

other providers or the option to seek other forms of care that we do not provide.

**Termination and Referral** At the outset and over the first few sessions, we will assess if we can be of benefit to you. We do not accept clients whom, in our opinion, we are not a good fit for. In such case, we will give you a number of referrals that you may contact. You have the right to end coaching or counseling at any time you see fit, and likewise, we may suggest when the counseling has reached its logical conclusion.

**Litigation Limitation** Your signature affirms your understanding that our role is to provide counseling for

your presenting problem and that should you be involved in later legal proceedings, neither you nor your

attorney nor anyone else acting on your behalf will call on me to testify in court or serve in additional

roles, such as an expert witness, mediator, provide disability evidence or give testimony in any legal or

potentially legal matter; this includes reports on parental custody, fitness for duty, or to substantiate any

other claim, proof of hardship, or to claim benefits from a third party. Nor will a disclosure of

psychotherapy records be requested.

**Privacy and Confidentiality**

The information in the record cannot be disclosed without your written permission except when disclosure is required by law-- in cases where there is imminent danger of harm to self or others, in the event of suspected child or elder abuse, or in the rare instance that my records are ordered to be released by a judge of the court. Likewise, you are expected to keep our communications confidential and understand all records of communication between client and therapist remain the property of Clarity Coaching and Counseling. Verbatim material from therapy sessions should never be revealed publicly, either being written, spoken, posted online, or through any devices, unless both client and therapist agree. For this reason, we will not agree to client recordings of any part of the session.

**Confidentiality of Online, Cell Phone, Fax Communication, and Use of Technology**: We do not use

Facebook, Twitter, or any social media for any client-related communication and we do not store client

names on our phones. Additionally,

• If a conversation is held on a cell phone, please be aware that the conversation is not secure and confidential.

Your HIPAA rights to privacy and personal safety, both of which we have an obligation to protect,

are our main concern here. We make every effort to keep all information confidential. Likewise, we ask that you determine who has access to your computer and electronic info from your location if we are working online together. This would include family members, co-workers, supervisors, and friends, and whether or not confidentiality from your work or personal computer could be compromised through such programs as **keylogger.** We encourage you to communicate only through a computer which is safe and be sure to fully exit all online counseling sessions or emails.

**Online Therapy and Its Limitations :** Can only be conducted by Skype or FaceTime. Be advised, however, that these methods can be compromised. If we are scheduled for an online synchronous audio or video conference and we are unable to connect or are disconnected during the meeting due to a technical breakdown, please try to reconnect within 10 minutes. If this is not possible, contact us to schedule a new session time. You, as the client understand that distance therapy is a different experience as compared to in-person sessions, and there are risks given the relative lack of cues available in face-to-face interaction such as misperceptions or misunderstandings of expression, tone, body language, and choice of words. For this reason safety is paramount. You will need to supply the name of an emergency contact who will be available to respond to you in your local area (15 miles) during and following an online session. You understand that online sessions are not a substitute for medication or other therapies under the care of a doctor, if you need it. You understand online therapy is not appropriate if you are experiencing a crisis or having suicidal or homicidal thoughts. You understand that we follow the laws and professional regulations of the State of Florida (USA) and the treatment will be considered to take place in the state of Florida (USA).

**Telephone and Emergency Procedures**

Email is our preferred method of communicating and our email address is claritycoachingandcounseling@gmail.com. If you need to speak with someone between appointments to alert us of an emergency, call 754-800-1652. Your call will be returned as soon as possible. We check for messages at least daily. If an emergency arises that requires immediate attention, you may call the National Suicide Hotline at1-800-784-2433, call 911, or go to the nearest mental health center/ER.

**Ratings and Business Review Sites**

You may find our practice listed on business or healthcare rating sites. Many of these comb search

engines for business listings and include them regardless if the business itself requested to be added. If

you should find our listing on any of these sites, please know that our listing is not a request for a

testimonial, rating or endorsement from you as a client. If you choose to write something on a business

review site, we hope you will keep in mind you are revealing personal information in a public forum.

If you have a complaint about us or the services and leave such on these sites, we may not see it. We urge you instead to bring it to our attention and discuss any concerns with us personally. You have also been informed of the opportunity to read through the full privacy policy document on file for this practice, in accordance with HIPPA standards.

Your signature below will serve as your informed consent for counseling services and agreement with

these policies.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact name and phone number