

Judy Keappler, MA, MEd, LP, CPCS

Therapy Space Union Park
5887 Glenridge Drive Suite 230
Sandy Springs, GA 30328

INFORMATION, AUTHORIZATION, & CONSENT TO TREATMENT

I am very pleased that you have selected me to be your psychotherapist, and I am sincerely looking forward to assisting you. This document is designed to inform you about what you can expect from me regarding confidentiality, emergencies, and several other details regarding your treatment. Although providing this document is part of an ethical obligation to my profession, more importantly, it is part of my commitment to you to keep you fully informed of every part of your therapeutic experience. Please know that your relationship with me is a collaborative one, and I welcome any questions, comments, or suggestions regarding your course of therapy at any time.

Background Information

The following information regarding my educational background and experience as a therapist is an ethical requirement of my profession. If you have any questions, please feel free to ask.

- Licensed Professional Counselor in the state of Georgia LPC 002365
- Master of Professional Counseling, Richmond Graduate University
- Masters of Education, Georgia State University
- Bachelor of Science, Berry College

Counseling Perspective

I believe that people have the capacity to grow and change as they experience healing by working through their wounds from the near and distant past. I also believe much of a person's change is fostered by growing in personal integrity. I am trained to help facilitate and assist you with this process of change. This change comes with healing from the past, becoming self-aware, self-accepting and setting goals for change in the future. I do believe that people can find freedom and a sense of peace and contentment as their journey through this process. However, experiencing healing and achieving your goals take time to achieve. Some clients need only a few months to achieve their goals, whereas others may require many months or even years of therapy. If, during our therapeutic relationship, either of us feels that you are not making process or that the process we are engaged in is not helpful, I will be happy to provide you with other resources that may be a better fit for you on this journey toward healing and wholeness.

Client Participation

In order for therapy to be most successful, it is important for you to take an active role. This means working on the things you and I talk about both during and between sessions. This also means avoiding any mind-altering substances like alcohol or non-prescription drugs for at least eight hours prior to your therapy sessions. Some therapy may require abstinence for the therapy to be beneficial. We can discuss absence if needed. Generally, the more of yourself you are willing to invest, the greater the return.

Furthermore, it is my policy to only see clients who I believe have the capacity to resolve their

own problems with my assistance. It is my intention to empower you in your growth process to the degree that you are capable of facing life's challenges in the future without me. I also don't believe in creating dependency or prolonging therapy if the therapeutic intervention does not seem to be helping. If this is the case, I will direct you to other resources that will be of assistance to you. Your personal development is my number one priority. I encourage you to let me know if you feel that transferring to another therapist is necessary at any time. My goal is to facilitate healing and growth, and I am very committed to helping you in whatever way seems to produce maximum benefit. Please also note that it is my ethical duty to terminate our relationship if I do not believe our work together is benefiting you or allowing you to meet your goals. This is in no way considered to be a personal assessment but instead my intention to consider your personal development my primary goal.

Confidentiality & Records

Your communications with me will become part of a clinical record of treatment, and it is referred to as Protected Health Information (PHI). Your PHI will be kept in a file stored in a locked cabinet in my office. Additionally, I will always keep everything you say to me completely confidential, with the following exceptions: (1) you direct me to tell someone else and you sign a "Release of Information" form; (2) I determine that you are a danger to yourself or to others; (3) you report information about the abuse of a child, an elderly person, or a disabled individual who may require protection; or (4) I am ordered by a judge to disclose information. In the latter case, my license does provide me with the ability to uphold what is legally termed "privileged communication." Privileged communication is your right as a client to have a confidential relationship with a therapist. The state of Georgia has a very good track record in respecting this legal right. If for some unusual reason a judge were to order the disclosure of your private information, this order can be appealed. I cannot guarantee that the appeal will be sustained, but I will do everything in my power to keep what you say confidential.

Counseling with Couples

Please note that in couple's counseling, I do not agree to keep secrets. I will not withhold information from a partner. Information revealed in any context may be discussed with either partner.

Initial _____

Structure and Cost of Sessions

I agree to provide psychotherapy for the fee of \$150.00 per 45 min session,

Initial _____

Doing psychotherapy by telephone is not ideal, and needing to talk to me between sessions may indicate that you need extra support. If this is the case, you and I will need to explore adding sessions or developing other resources you have available to help you. Telephone calls that exceed 10 minutes in duration will be billed at \$2.50 per minute. **The fee for each session will be due at the conclusion of the session.** Cash, personal checks, or MasterCard and Visa are acceptable for payment. There is a \$5.00 fee for processing credit card payments. I will provide you with a receipt of payment upon request. The receipt of payment may also be used as a statement for insurance if applicable to you. Please note that there is a \$45 fee for any returned checks.

If I am request to testify on your behalf in a court case my fee would be \$1,000 an hour including travel time to and from the court venue.

Insurance companies have many rules and requirements specific to certain plans. Unless otherwise negotiated, it is your responsibility to find out your insurance company's policies and to file for insurance reimbursement. I will be glad to provide you with a statement for your insurance company and to assist you with any questions you may have in this area.

Cancellation Policy

In the event that you are unable to keep an appointment, you must **notify me at least 24 hours** in advance. If such advance notice is not received, you will be financially responsible for the session you missed. Please note that insurance companies do not reimburse for missed sessions.

Initial _____

In Case of an Emergency

My practice is considered to be an outpatient facility, and I am set up to accommodate individuals who are reasonably safe and resourceful. I do not carry a beeper nor am I available at all times. If at any time this does not feel like sufficient support, please inform me, and we can discuss additional resources or transfer your case to a therapist or clinic with 24-hour availability. Generally, I will return phone calls within 24-48 hours. If you have a mental health emergency, I encourage you not to wait for a call back, but to do one or more of the following:

- Call 911.
- Call Georgia Crisis Hotline 1-800-715-4225
- Call Ridgeview Institute at 770-434-4567 or Peachford Hospital at 770-454-5589.
- Go to your nearest emergency room.

Professional Relationship

Psychotherapy is a professional service I will provide to you. Because of the nature of therapy, your relationship with me has to be different from most relationships. It may differ in how long it lasts, the objectives, or the topics discussed. It must also be limited to only the relationship of therapist and client. If you and I were to interact in any other ways, you would then have a "dual relationship," which could prove to be harmful to you in the long run and is, therefore, unethical in the mental health profession. Dual relationships can set up conflicts between the therapist's interests and the client's interests, and then the client's (your) interests might not be put first. In order to offer all of my clients the best care, my judgment needs to be unselfish and purely focused on your needs. This is why your relationship with me must remain professional in nature.

Additionally, there are important differences between therapy and friendship. Friends may see your position only from their personal viewpoints and experiences. Friends may want to find quick and easy solutions to your problems so that they can feel helpful. These short-term solutions may not be in your long-term best interest. Friends may *need* to have you do what they advise. A therapist offers you choices and helps you choose what is best for you. A therapist helps you learn how to solve problems better and make better decisions for yourself. A therapist's responses to your situation are based on tested theories and methods of change.

You should also know that therapists are required to keep the identity of their clients confidential. As much as I would like to, for your confidentiality, **I will not address you in public unless you speak to me first.** I also must decline invitations to attend gatherings with your family or friends. Lastly, when your therapy is completed, I will not be able to be a friend to you like your

other friends. In sum, it is my duty to always maintain a professional role. Please note that these guidelines are not meant to be discourteous in any way, they are strictly for your long-term protection.

Termination of Counseling Relationship

It is my ethical duty to officially terminate our therapeutic relationship when it is reasonably clear the client is no longer beneficent, when services are no longer required, when counseling no longer serves the needs and/or interests of the client or when Judy Keappler LLC limits do not allow provision of further counseling services. American Mental Health Counselors code of ethics

It is the policy of Judy Keappler Counseling that after a **three month consistent lapse of meeting with a client** our professional relationship will be considered terminated . Judy Keappler Counseling will make an attempt to notify you of this change in status as soon as possible after the three-month lapse. It is my ethical duty, to identify, be available and care for current client. This could possibly feel awkward for our relationship to end yet, is not meant to be discourteous in anyway.

Initial _____

Statement Regarding Ethics, Client Welfare & Safety

I assure you that my services will be rendered in a professional manner consistent with the ethical standards of the American Psychological Association and/American Counseling Association. If at any time you feel that I am not performing in an ethical or professional manner, I ask that you please let me know immediately. If we are unable to resolve your concern, I will provide you with information to contact the Georgia professional licensing board that governs my profession.

Due to the very nature of psychotherapy, as much as I would like to guarantee specific results regarding your therapeutic goals, I am unable to do so. However, with your participation, we will work to achieve the best possible results for you. Please also be aware that changes made in therapy may affect other people in your life. For example, an increase in your assertiveness may not always be welcomed by others. It is my intention to help you manage changes in your interpersonal relationships as they arise, but it is important for you to be aware of this possibility nonetheless.

Additionally, at times people find that they feel somewhat worse when they first start therapy before they begin to feel better. This may occur as you begin discussing certain sensitive areas of your life. However, a topic usually isn't sensitive unless it needs attention. Therefore, discovering the discomfort is actually a success. Once you and I are able to target your specific treatment needs and the particular modalities that work the best for you, help is generally on the way.

I am sincerely looking forward to facilitating you on your journey toward healing and growth. If you have any questions about any part of this document, please ask.

Please print, date, and sign your name below indicating that **you have read and understand** the contents of this form, you agree to the policies of your relationship with me as your therapist, and you are authorizing me to begin treatment with you.

Client Name (Please Print)

Date

Client Signature

If Applicable:

Parent's or Legal Guardian's Name (Please Print)

Date

Parent's or Legal Guardian's Signature

My signature below indicates that I have discussed this form with you and have answered any questions you have regarding this information.

Therapist's Signature

Date