

## Professional Disclosure Statement

Please sign on page four

The following information is provided to assist you in understanding my background, procedures, policies, general legal issues and your rights as a client. I am a Marriage & Family Therapist licensed in Oregon and Tennessee to provide counseling services.

***Education and Training:*** I hold a Bachelors Degree in Psychology and a Masters Degree in Couples, Marriage and Family Therapy from Portland State University. Major course work included the study of human relationships with an emphasis on couples, marriage & family therapy, and human sexuality. I am required by the Oregon Board of Licensed Professional Counselors and Therapist to continually be involved in education in my field and to have at a minimum 40 hours of continuing education every two years.

***Philosophy and Approach:*** As your counselor, I will strive to assist you as you explore and resolve life and relationship issues. I rely heavily on Emotionally Focused Therapy (EFT) which is a researched based approach, based on methods designed to help people understand, express, regulate, make sense of and transform emotion. For couples, my role is to come to understand your relationship, how you interact with each other and ways you get stuck that prevents you from being able to form a close, loving and trusting bond. I work to understand, then help you transform these blocks to connection.

Other approaches that inform my work are:

Family Systems Theory which is that individuals cannot be fully understood in isolation from the family unit. I always look at clients family of origin to discover possible connections in the client's way of being in the world or dealing with life's issues;

Differentiation Theory which is the ability to hold onto yourself while maintaining relationships with others;

Internal Family Systems which assumes each individual possesses a variety of sub-personalities, or "parts," and attempts to get to know each of these parts better to achieve healing.

My website provides links to more information on all these approaches.

Change is often a struggle as clients begin to develop new and unfamiliar thoughts and behaviors. My task is to support and guide you as you make these changes. I believe that all people have within themselves the ability to move towards positive change.

***Fees:*** Sessions are 55 minutes. My standard fee is \$150.00 due at the beginning of each appointment. When possible, first sessions for Couples are scheduled to be 90 minutes. A 90 minute session is \$225.00. I accept cash/checks (preferred), debit/credit/HSA cards. At times, and when possible, it can be helpful to extend a session as our time comes to an end. If my schedule allows, and I feel it would be helpful, I may ask if you'd like to do so. If you agree, the cost of the additional time will be collected at your next session if payment was made at the beginning of session, or charged to your credit card after the session if your credit card is on file. \_\_\_\_\_ **(please initial that you've read this)**

***Missed appointments:*** Half of your session fee will be charged for appointments that are not attended or not cancelled 24 hours in advanced. Should you fail to attend your regularly scheduled appointment for two consecutive sessions without contacting me or without responding to my attempts to contact

you, your reserved spot will no longer be available. You may schedule on cancellations until a time becomes available again.

**Insurance:** I am an Out Of Network provider. I do not accept or bill insurance. If you have out-of-network benefits and would like to seek a reimbursement from your insurance company, I will provide you with the necessary invoice's for you to submit to your insurance. Helpful questions to ask your insurance provider are:

- What are my out-of-network benefits for mental health?
- What percentage of the counseling fee will I be reimbursed?

***Please note that a mental health diagnosis is required in order to seek reimbursement from insurance companies.***

**Scheduling:** For cancellations or any scheduling matter between regular appointments, please send an email to [elainesappointments@gmail.com](mailto:elainesappointments@gmail.com) or use the scheduling option #1 on my voice mail at 503-402-8654. My voice mail service allows you to call at any time of day or night to leave a message. If you feel the need to talk with me in-between sessions, contact to set up. Please let me know if you are wanting a short 10 minute consult which is free or if you'd like a phone session. Phone sessions will be billed at the regular session rate in 15 minute increments.

**Confidentiality:** The law protects the privacy of all communications between a client and counselor. In most situations, I can only release information about your treatment to others if you sign a written authorization form. However, there are certain legal and ethical situations where I am permitted or required to disclose information without your consent or authorization. These situations are as follows:

(a) Danger to self or others – If I have reasonable cause to believe that you present a substantial risk of serious harm to self or others.

(b) Child Abuse, Abuse of vulnerable adult (mentally ill or developmentally disabled): If I have reasonable cause to believe that a child or vulnerable adult has been abused, I am required to report the abuse to the Department of Human Services. Mental Health care professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

(c) Certain orders from the court - I cannot deny an order for me to release privileged information that is signed by a judge. This does not mean attorneys.

(d) Minors - I include parents in treatment for the benefit of the teen unless there are very clear, clinical reasons why they should not be involved such as being sexually abused by a parent or having been emancipated. Because parents have a right to know the progress of their teen in counseling and privacy in counseling for teens is also important, confidentiality for teens will be discussed between therapist, parent and teen to agree upon what will work best.

(e) Minors and Custody - It is not my role to conduct custody evaluations, determine whether a parent is 'fit' or not, recommend one parent over another, nor focus on reunification of a child and parent. I will not testify in court about custody issues, unless I am compelled by a court. I must ensure that the parent requesting counseling for the child has the legal authority to do so and will need to ask for a copy of the custody agreement. Both parents have access to a child's record, regardless of custody until the age of 18 unless parental rights have been revoked or the teen is emancipated.

***Other confidentiality information:***

(a) Couples - During the course of my work with a couple, I may see one of you individually for one or more sessions. These sessions help inform my work in behalf of the couple and are not confidential in regards to your partner. Information learned in the course of an individual session may be relevant or even essential to the proper treatment of the couple. If you share important information in an individual session that your partner is not aware of and I determine in my professional judgement that it is in the best interest of the couple that the information be shared, my work will be to help and support

you as you share this information with your spouse in session. If you hold that this information not be shared, I may have to refer you to another therapist. Both of you as a couple are my “client,” and both of you together own the record and both must sign for authorization to release the records to either of you individually or to a third party.

(b) E-mail, cell phones, computers and faxes - Please note that I cannot guarantee 100% confidentiality with electronic communications. Although I check my e-mail often, I cannot guarantee that I check it daily. Vacations, illnesses can at times limit how often I check and how soon I respond. I do not generally discuss therapy issues through email. Emails sent to me will be read and I will respond with an acknowledgment. The content will be discussed in the next session. Please be aware that e-mails regarding therapy content will be part of your client record.

(c) E-mail support - If we arrange that email support is appropriate, email support will be billed at \$80.00/hr. in 15 minute increments, which includes reading your email and creating an email response.

(d) Session Notes – A general summary of sessions will be entered into your file in written form. My notes have the same limits to confidentiality as noted above. Session notes are for my benefit in tracking session continuity and direction of therapy and not meant as a document to be helpful to you or to inform others. In the event that you desire or have a need for the information in your file, we will discuss the best way to release this information that will meet your need. Your file is a confidential and private set of documents. My ability to protect confidentiality will be removed from my care if it is released to you or to a 3<sup>rd</sup> party and I cannot be responsible once it leaves my office. Other options besides releasing the complete file are for me to provide a written summary of the contents or for us to review my notes together. Both these activities would help make these notes more meaningful to you. There will be a charge for time spent in these activities. Session notes are kept for seven years and then destroyed.

(e) Death - In the unfortunate event that I become incapacitated or deceased, it will become necessary for another licensed therapist to take possession of my files and deliver them to a therapist of your choice. This person is Jacci Jones, LMFT who is located in the area at 1975 NW 167th place Beaverton 97006. She can be reached at jaccijones@gmail.com and at 503-278-9594.

### ***Letters/Advocacy/Court policy:***

(a) Emotional Support Animals - I do not write letters of advocacy for Emotional Support Animals. This constitutes a dual relationship and is out of my scope of practice.

(b) Court Policy - Please be advised that should I be requested or court ordered to appear in court, I will not be providing in writing or in person, an opinion. I can only provide observations and feedback. At no time will I make a recommendation in regards to custody or any other court related matter. The therapist-client relationship does not render the therapist as an advocate for a client. I withhold any opportunity to engage in a dual relationship with the client. If a court order is requesting records, the client’s consent will be requested before turning over confidential information. This could include a client’s mental health history, current mental health status and inclusive records including our session content and may not be in the best interests of the client. Once confidential information leaves my office, there is no guarantee that the information will be kept confidential. If a court order is served requesting that I be present in person, I will not be ON-CALL for appearing in court at anytime. Should the court calendar the hearing for a new date, I must be re-issued a court order with the new court hearing date. Should I be on vacation during the court ordered time, the party initiating the court order must take reasonable steps to avoid imposing undue burden or expense subject to the subpoena.

(c) Letter to Court -Fee's - Should I be requested by the client or ordered by court to write a letter to the court, I will not be providing an opinion. This is out of the scope of my practice. The time spent shall be billed at \$150 per hour. The thought and preparation that goes into a letter to the court generally takes no less than 3 hours as it includes a reading of session notes, choosing what to say and how best to say it.

(d) Court appearance Fee's - Should I be court ordered to appear in court, the fee stipulation is as follows: \$150 per hour for preparation, travel to and from the court and time at the court house, including waiting.

**Ethics**

You can expect me to abide by the ACA Code of Ethics for Counselors and Therapists adopted by the Oregon Board of Licensed Professional Counselors and Therapists (See Client's Bill of Rights on the following page). Part of the ethics code is that I will not practice beyond the level of my competence, as established by my education, training, or experience. If I find during our work together that your needs are beyond my level competence, a referral may need to be made so that you can receive a better level of care. Another aspect of this code is that our relationship will be limited to the paid sessions you have with me. I will be unable to accept gifts, invitations to social events or connect on social networks. If we happen to bump into each other outside of the office, I will not approach you or initiate acknowledgment so that your privacy is respected. However, you are free to approach me if you choose.

*I understand that choosing a counselor is a difficult and important task. I feel I can be helpful to many people but will obviously not be a good fit for everyone. If there is anything that you feel you would like to know about me personally to help you decide if we are a good fit, please don't hesitate to ask.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian of minor

\_\_\_\_\_  
Date

Please sign here that you have received and taken the Client Bill of Rights posted on next page:

\_\_\_\_\_  
Signature

**Please keep this page  
for your own information and records**

**Client Bill of Rights for the Code of Ethics**

As a client of an Oregon Registered counseling professional, you have the following rights:

- To expect that a licensee has met the minimal qualifications of training and experience required by state law
- To examine public records maintained by the Board and to have the Board confirm credentials of a licensee
- To obtain a copy of the Code of Ethics
- To report complaints to the Board
- To be informed of the cost of professional service before receiving the service
- To be assured of privacy and confidentiality while receiving services as defined by rules and law, including the following exceptions: 1) reporting suspected child abuse; 2) reporting imminent danger to client or others; 3) Reporting information required in court proceedings or by client's insurance company, or other relevant agencies; 4) Providing information concerning licensee case consultation of supervision; and 5) Defending claims brought by client against licensee
- To be free from being the object of discrimination on the basis of race, religion, gender, or other unlawful category while receiving services.

You may contact the Board of Licensed Professional Counselors and Therapists for additional information about licensee.

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