



MINDFUL LIFE
COUNSELING CENTER PLLC

Mindful Life Counseling Center

15632 Hwy 110 S. Suite 26

Whitehouse TX, 75791 Individual NPI 1629467584/Facility NPI 1134671910/ EIN 81-4155121

903-330-1403

2. Mindful Life Counseling Center Informed Consent for Psychotherapy

Name:

Welcome to Mindful Life Counseling Center PLLC. We thank you for choosing us as your therapy provider. The following information is provided to make you more familiar with our office policies and how psychotherapy works. If you have any questions, please feel free to ask any of our providers and we would be happy to answer them for you.

The therapeutic relationship is unique in that it is a highly personal and at the same time, a contractual agreement. Given this, it is important for us to reach a clear understanding about how our relationship will work, and what each of us can expect. This consent will provide a clear framework for our work together. Please read and indicate that you have reviewed this information and agree to it by filling in the checkbox at the end of this document.

The Therapeutic Process

You have taken a very positive step by deciding to seek therapy. This process can create meaningful and positive change, which may, at times, result in discomfort. Remembering unpleasant events and becoming aware of feelings attached to those events can bring on feelings of anger, depression, anxiety, etc. Your therapist will support you and do their very best to understand you and repeating patterns, as well as to help you clarify what it is that you want for yourself.

Confidentiality

At Mindful Life Counseling Center your confidentiality is of utmost importance to us. The session content and all relevant materials to the client's treatment will be held confidential unless the client requests in writing to have all or portions of such content released to a specifically named person/persons. Exceptions to this rule include, but are not limited to the following:

1. If a client threatens or attempts suicide or acts in a way where there is a substantial risk of incurring serious bodily harm.
2. If a client threatens grave bodily harm or death to another person.
3. If the therapist has a reasonable suspicion that a client or other named victim is the perpetrator, observer of, or actual victim of physical, emotional or sexual abuse or neglect of children under the age of 18 years.
4. Suspicions as stated above in the case of an elderly person who may be subjected to these abuses.
5. If a court of law issues a legitimate subpoena for information stated on the subpoena.
6. If a client is in therapy or being treated by order of a court of law, or if information is obtained for the purpose of rendering an expert's report to an attorney

Occasionally I may need to consult with other professionals in their areas of expertise in order to provide the best treatment for you. Information about you may be shared in this context without using your name or any identifying information.

If we see each other accidentally outside of the therapy office, I will not acknowledge you first. Your right to privacy and confidentiality is of the utmost importance to me, and I do not wish to jeopardize your privacy. However, if you acknowledge me first, I will be more than happy to say hello.

Office Visits

Once you have been assigned to a provider, you can expect the following: The Initial Evaluation will last approximately 50 minutes. During this time, you will also have our office policies and procedures explained to you. You will also be able to learn about your rights to confidentiality and have any questions answered during this time. You will be provided intake paperwork before your first appointment. You can complete it in advance if you choose, if you prefer, there are paper copies in the office for you to fill out at your appointment. Please bring your driver's license so that we can make a copy for our files. After the initial evaluation, therapy appointments are approximately 50 minutes in length.

Cancellation/No Show Policy

We require 24-hour notice for cancellations or changes to your appointments. Messages can be left any time at (903)-330-1403. You may also email cancellations to your individual provider.

The following fee schedule applies to all late cancellations and no shows:

Second late cancellation/no show: \$75.00 fee

Third late cancellation/no show: full session fee

Late cancellation/no show fees will be applied to your account and your credit card will be automatically charged. You will be fully responsible for payment because insurance companies cannot be billed for late cancellations and no show fees. Also, if you have a recurring appointment scheduled with your provider, any no-show or late cancellation will cancel all subsequent appointments unless you confirm with our staff or your clinician that you would like to keep your future appointments.

Please know that all providers try to start appointments on time. We feel that your time is valuable and you deserve to be seen promptly. Please know that if you are arriving to an appointment late, we will still end your session on time and you be charged a full fee for that session.

Electronic Access Portal

The portal is securely accessible, confidential and HIPPA compliant system for you to access your Mindful Life Counseling account from your phone or computer. It is password protected and encrypted so only you will have access to your end of the portal and only your therapist will have access to the information you submit.

There are a couple of functions that will make things easier for you on your journey to creating a life you love. You can view your past, upcoming, and schedule appointments.

- Scheduling recommendations are for planned appointments based on a regular schedule where an appointment is set for your next meeting at the end of a counseling session. Research shows that counseling works best when that process is in place. If you have any concerns about this meeting schedule, please discuss this with your therapist.
- The 24-hour notification guidelines still apply so you will not be able to cancel or reschedule less than 24 hours before your appointment and late cancellation or no-show fees still apply. Call or email your if you are cancelling less than 24 hours before the appointment.
- In addition, if you don't have a scheduled appointment, the system will automatically close your case and your access to the portal 45 days after your last appointment and you will need to contact your therapist to schedule an appointment.
- You can view your past, upcoming, and schedule with the portal you can to send messages and share files confidentially and securely through the system. You can also keep access to the portal and turn off the email options if you choose. The portal allows you have payment receipts sent to you via email as well as to make
- The portal allows you have payment receipts sent to you via email as well as to make payments on line by securely processing credit card payments for appointments. You will still have the opportunity to keep a credit card on file at Mindful Life Counseling through a secure processing service and the policy of providing payment at the time of service is still in place.

Coverage

If your provider is out of town, the name and number of the covering provider will be provided to you. They too will act according to the policies outlined above. For your convenience, there is an established plan for you to gain custody and control of your mental health records in the event of death or incapacity, or the termination of the counseling practice or your provider. Records are released according to HIPPA regulations and Privacy Practices. If there is a personal emergency with your therapist you may be contacted by an entity designated by Mindful Life Counseling Center.

Office Location

Mindful Life Counseling Center is located North of City of Whitehouse on Hwy 110 near Loop 49. We are in Suite 26 located in the building on top of the hill. Our entrance is via the center doors between Express Clinic and Foster Veterinarian, once inside, we are located at the top of the stairs on the right at the end of the hall. The outer door is open during business hours. There is a private waiting room available for Mindful Life Counseling Center clients in the suite. If the door is locked, the outside doorbell connects directly to the Mindful Life Counseling Center office.

Using Insurance

The cost of therapy is an important consideration. If you will be using your insurance, it is important for you to know your benefits before you come in for an initial office visit and if your therapy requires authorization by a managed care company. Payment is expected at the time of service. Mindful Life Counseling is in network with Blue Cross Blue Shield of Texas. When using out of network benefits, paperwork will be provided for you to receive reimbursement from your insurance.

Some clients prefer to pay out of pocket and do not utilize their insurance. This is an option you can choose, if you need more information Mindful Life Counseling Center can provide additional information to help you decide which option best meets your needs. Payment is expected at the time of service.

Social Media Policy

We do not connect/follow/friend with clients via social media. Any requests to do so will be ignored. Please also be aware that any location-based services can compromise your privacy.

Emails and Telephone Calls

If you leave a message your call will be returned as soon as possible. This usually means that your provider will contact you during their normal office hours, usually within 2 business days.

We do not provide 24-hour emergency care. Therefore, we expect that in life-threatening emergency situations you leave a message for your provider discussing the nature of your status as well as call 911 or go to the nearest emergency room for assistance. You may also call the 24-hour suicide hotline at (800) SUICIDE or 1 (800) 273- 8255. If your needs require a higher level of care than an outpatient private practice can provide, your provider will give you a list of referral resources.

Coordination of Care and Emergency/Higher Level of Care Referral Information

Contact with other medical providers may be requested to coordinate treatment and to provide continuity of care. You may authorize a release of information at the time of the first visit to coordinate this care. Please be prepared to bring the name, address and telephone number of your healthcare providers to the first office visit.

Please discuss with your provider appropriate contact options in the event that you require urgent attention given that it may take providers a few days to return phone calls or emails.

Professional Fees and Payment for Services

I understand that payment is due at the time of the service unless other arrangements have been made in advance with your provider. Remittance in the form of cash, credit/debit and check can be made payable to Mindful Life Counseling Center. We accept Visa, MasterCard, Discover and American Express. All returned checks will result in a charge of \$25.00. Mindful Life Counseling Center will do its best to assist me in pursuing insurance reimbursement. I understand that there is no guarantee of this and I am ultimately responsible for pursuing reimbursement from my insurance company.

I understand and agree to the following Professional Fees:

\$120 Intake Session (60-90 minutes)

\$100 Individual Therapy Session (53-55 minutes)

\$60 Therapy Session (25-30 minutes) *Certain Circumstances Only

\$120 Couples/Family Session (53-55 minutes)

\$160 Extended Therapy Session (75-90 minutes)* Certain Circumstances Only

\$40 Group Therapy Session

FAILURE TO PAY: I understand and agree that Mindful Life Counseling Center may elect to end treatment if timely payment is not made. I understand and agree that all unpaid bills are my responsibility and that should my bill become 90 days delinquent, my account will be turned over for collection. If this occurs, I understand and agree that I will be responsible for any additional costs of collection, including but not limited to, interest, attorney's fees, court costs, etc. I understand that in the event that a staff person or provider must prepare paperwork (e.g., letters for court, filling out forms) or appear in court it will be the client's responsibility to pay in full. Insurance will NOT be billed or reimburse for these fees.

Legal Proceedings and Court Appearances

If you are involved in litigation, it is our office's policy that this must be agreed upon in advance. If you believe there will be or might be any legal ramifications to your case, please let your provider know so he or she can discuss this with you before starting treatment. If you are seeking services to be used as part of a legal proceeding, please notify the office.

The focus of Mindful Life Counseling Center is to providing counseling. It is not the intention to become involved in testifying in court. You should hire a different/neutral mental health professional for any court related evaluation or testimony you require. This position is based on two main reasons: 1) Our statements will be seen as biased in your favor because we have a therapeutic relationship, and 2) The evaluation/testimony may affect the therapeutic relationship and that relationship must come first. This applies to clients of all ages. If this services is required, court appearances will be billed to the client or client's attorney at a rate of \$500 per hour door to door. A retainer fee of \$4,000 is required prior to court appearances. This will be applied toward the actual charges, with charges over \$4,000 being billed to the client, and any overpayment being reimbursed.

Occasionally clients request services for assessment for evaluation purposes. Individual consideration is made for cases that require evaluation (either written or otherwise). Should this service be needed, forensic or legal work in terms of paperwork, research, preparation and calls will be billed at the rate of \$150.00 per hour.

Philosophy of Care

At Mindful Life Counseling Center, we believe that change occurs from the guidance, compassion, and support of a qualified, caring, professional provider and active participation from the client. We believe that most individuals will experience some type of life event during their lifespan that requires therapeutic intervention. Therefore, we do not treat our clients as "patients," but as active participants in their own recovery. You will be cared for and respected by a treatment professional that is educated in the latest interventions and treatment options, therefore assisting you toward optimal wellness.

Concerns or Complaints: An individual who wishes to file a complaint against a Licensed Professional Counselor may write to: Texas State Board of Examiners of Professional Counselors 1100 W 49th St Austin, TX 78756-3183 or Call 800-942-5540 (to request the appropriate form or obtain more information about filing a consumer complaint against licensees only).

*We look forward to providing you with professional quality care that is based on the most empirically validated treatments in the field of behavioral health. It is our mission to provide a safe, confidential, and welcoming environment that awards itself to continued growth and change. Again, we would like to welcome you to our practice and hope that you have found the support, compassion, and guidance that you. If you have any comments, questions, or suggestions please do not hesitate to share. Providing you the best service is the goal and your input is valued.

Informed Consent: I understand that therapy/counseling services may involve discussing relationship, psychological, and or/ emotional issues that may at times be distressing. However, I also understand that this process is intended to help me personally and with relationships. My therapist has satisfactorily answered my questions about therapy/counseling services. If I have further questions, I understand that my therapist will either answer them or find answers for me. I understand that I may leave therapy at any time, although I have been informed that it is best accomplished in consultation with a therapist.

Thank you in allowing Mindful Life to be your partner in creating the life you love.

(if completing paperwork electronically, signature will be required after completion of all forms)

Signature:

Parent/Guardian Signature
if client under the age of
18:

Date: