

Please do not cancel appointments via email. Voice messages are the most timely way of reaching me. Email cancellations may not be recognized as proper cancellations if I have not read them prior to 24 hours before the appointment. If I receive your cancellation via email within 24 hours of the scheduled appointment, you may be charged for your appointment.

If you are going to be more than 15 minutes late for your appointment, please let me know by calling 770-843-6311. Please leave a message if you don't reach me directly. Otherwise, if you are more than 15 minutes late, I may assume that you are not coming, and may be unavailable. If this happens, you will still be charged for the missed appointment. Fees are not prorated if you are late.

Cost of Sessions

My fee for one hour of psychotherapy is \$125; for 90 minutes is \$180. Group fees range from \$60-\$75. I accept cash, personal checks and credit cards as payment. Please make checks payable to Life Wellness & Chiropractic, PC. I do not bill, so please plan to pay for each session at the end of our appointment. If you are unable to do so, please let me know before the session begins. I do not accept payment from insurance companies or other third parties. However, upon request from you, I will be happy to provide a receipt or Super Bill that you may file with your insurance company. If a check is returned by my bank unpaid, I will pass on to you any related fees.

Communication and Emergencies:

I am available by phone between therapy sessions; however, I do not provide unscheduled therapy by phone. I will make every effort to return phone calls within a 24 hour period.

However, occasionally there are unavoidable delays. **In the case of an emergency (unable to manage thoughts of harming yourself/others), please contact:**

- 911.
- The Georgia Crisis and Access Line (1-800-715-4225)
- Ridgeview Institute (770-434-4567)
- Or go to your nearest Emergency Room

Phone calls lasting more than 15 minutes will result in a phone consultation fee, billed at the rate of \$125/hour.

Electronic Communication and Use of Technology:

Life Wellness & Chiropractic, PC is dedicated to taking the precautions necessary to protect your confidential information. Frequently, e-mail and text or other forms of electronic messaging can be helpful tools for communicating between sessions. Life Wellness & Chiropractic, PC acknowledges, however, that these forms of communication are not always completely secure methods of communication, and therefore cannot guarantee client confidentiality via these methods.

Electronic communication may be used to initiate and obtain information about therapeutic services, schedule appointments, transmit documents, and similar purposes initiated by the therapist. Electronic communication is not an appropriate means of terminating services or contacting therapist in the event of

a crisis situation whereby your safety or the safety of others may be at risk. Please also do not use electronic communication to bring up any therapeutic content or issues. All email correspondence will be printed and kept as part of your clinical record.

Life Wellness & Chiropractic, PC does employ Facebook, Twitter, BlogSpot and other forms of social media as a means of marketing and connecting with the community. It is your choice as to whether to connect with our business page on these or other sites; again we cannot guarantee your confidentiality on these sites. However, in an effort to maintain the professional nature of our relationships, the providers at Life Wellness & Chiropractic, PC do not accept requests from current or former clients on personal social networking sites.

Risks Associated with Counseling:

During the counseling process, you may experience emotional discomfort related to new and challenging issues discovered while exploring feelings and dynamics. Sometimes, one must experience feeling worse before feeling better. If, in the course of the therapy process, you begin to experience feelings of hopelessness or an acute worsening of symptoms, whether during or between sessions, please notify me immediately and we will develop a plan to manage these feelings. Together, we will consistently evaluate your progress toward your goals for therapy and follow-up with necessary alterations in the therapeutic approach.

Limitations of Our Relationship

In order to provide you with the best counseling, it is important for us to honor our relationship as therapist and client. This means that it is best not to confuse that relationship with other ones. In the event that an outside relationship is not easily avoidable, we will discuss the meaning of that relationship and work through your feelings about it. It will be my responsibility to monitor other such relationships to keep you from being harmed.

Because I am not a medical doctor, I am not able to prescribe medication. However, occasionally medication may help a client with whatever situation has brought him or her in for counseling. In this event, I will provide you with a list of doctors I recommend.

Please feel free to ask questions or discuss these or any other policies with your provider. By signing below, you indicate that you have read and agree to the above policies, and consent to engaging in treatment with Life Wellness & Chiropractic, PC.

Printed Client Name

Date

Client Signature

Parent/Legal Guardian Signature (if applicable)