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DISCLOSURE OF INFORMATION, POLICIES, AND CLIENT AGREEMENT

The State of Washington requires counselors and therapists to give the following information to each client, and both counselor and client must sign a written acknowledgment to indicate that they have given and received, respectively, the information below. I welcome any questions you may have concerning this agreement regarding my services.

Any therapist practicing counseling for a fee must be registered as a Licensed Mental Health Counselor with the Department of Licensing. This law is for the public's protection, but such registration or licensing neither recognizes any practice standards nor necessarily indicates the effectiveness of any given treatment.

YOUR RIGHTS AS A CLIENT IN COUNSELING

As the client of a counselor registered and licensed by the State of Washington, you have a right to confidentiality; which means that I, the therapist, cannot discuss the particulars of your case with anyone else. I also regularly consult with my colleagues and supervisors regarding therapy treatment, and all my discussions with other professionals are governed by the same confidentiality rule, with the following exceptions:

- If I believe you are likely to hurt yourself or another person, I am required **by law** to take any steps necessary to protect you, the other person, or both, including alerting any relevant state or municipal agencies.
- If I suspect any type of child abuse or neglect, I am required **by law** to report my suspicions to Children's Protective Services.
- If you reveal that you either *have* committed or are *contemplating* committing a crime, I am required **by law** to report your statement to the appropriate authorities.
- I am legally obligated to comply with a subpoena or court order, and am required **by law** to make any relevant records available to authorize agencies and to testify regarding therapy treatments.
- If a couple or family receives joint or group therapy, and any member of that couple or family seeks individual therapy, any information that person gives me in individual therapy **can** (but not necessarily **will**) be introduced in joint or family sessions.

Should you wish your health insurance plan to cover my fee for services, please be aware of the following points?

- Most insurance companies do not cover mental health therapy or counseling in full.
- Most insurance companies require basic information regarding treatment, often including a psychiatric DSM 5 diagnosis, in order to authorize payment, and you are also entitled to receive this information.
- As a courtesy to my clients, I will bill your insurance company for my fee. However, **you, the client, are responsible for ensuring that it is paid**, and if your insurance company declines to pay for any or all of a course of treatment, you must pay for it in full.

If I am asked to serve as an expert witness, such as speaking with a parent evaluator/mediator concerning child custody, or subpoena to testify in a court of law or deposition, my fee is \$250/hour, including travel time. These services cannot be billed to insurance.

If there is a third party request of a copy of client records, a minimum charge of 1 session hour, \$130 must be paid in advance of documents being transmitted. These services cannot be billed to insurance.

THERAPY

Clients in individual therapy sometimes opt to receive couple therapy with their spouse or partner. I generally do not see clients in both types of treatment. If I see a client in individual therapy who also wants couple therapy or vice versa, I will refer him or her to another therapist for it. If you have any questions regarding this policy, please feel free to ask them.

POLICIES, APPOINTMENTS, AND FEES

A standard therapy session is 50 minutes. Clients will be charged for telephone conversations regarding therapy that last longer than ten minutes. Conversations lasting 25 minutes or more will be charged the fee for a full session.

If you miss an appointment without canceling or do not cancel your appointment at least 24 hours in advance, you will be billed for a session at my standard fee of \$120. Please be advised that insurance companies will not pay for missed or canceled appointments.

MY TRAINING AND APPROACH TO THERAPY

My educational training in counseling includes a Master's Degree in Counseling from Phillips Graduate Institute, and I hold a Washington State License for Mental Health Professionals.

I am subject to the ethical and professional standards outlined by the Washington State

Omnibus Credential Act, which adheres to the Uniform Disciplinary Act for the Regulation of Health Professionals.

If you feel I have behaved in an unprofessional or unethical manner, please advise me so that I can clarify and resolve the problem. If you feel that doing so does not resolve the issue, you may contact one or both of the following:

State of Washington
Department of Licensing
Attn: Counseling Division
P.O. Box 9012
Olympia, WA 98504-8001
360-753-1761

American Association of Marriage and Family Therapy
Attn: Committee on Ethics and Professional Practices
1717 K Street NW, Suite 407
Washington, DC 20006
202-429-1825

Signature

Date