

NASHVILLE CHRISTIAN COUNSELING CENTER

Therapist–Client Services Agreement

The Nashville Christian Counseling Center (NC3) is committed to providing holistic, professional, and up-to-date services to individuals who recognize the importance and inter-relatedness of spirit, mind, and body. Please discuss any questions or concerns with your therapist after reading through this *Agreement*.

I. COUNSELING SERVICES

As with any healthcare field, mental health professionals work within a specific “scope of practice.” A clinician's understanding of healing affects his or her choice of graduate and post-graduate training. NC3 therapists specialize in the integration of the behavioral sciences and Judeo-Christian theology. This means that in addition to the presenting psychological or emotional symptoms, the inclusion and exploration of a person's physical, social, and spiritual aspects are seen as important components to treatment as well.

The process of psychotherapy can be difficult to describe. Unlike some other healthcare services where the patient* is a passive recipient, therapy requires active participation on your part and often involves readings or other assignments to be completed between sessions. A client's motivation for change and the therapeutic relationship are crucial factors in successful treatment; it is therefore important that you feel comfortable with the therapist you select and are committed to the work involved.

Psychotherapy has some risks in addition to the many benefits. It is not meant to be a short-term solution, and you may not always feel better when you leave a session. The greater sense of awareness gained as a result of counseling usually prompts change that might not be welcomed by others. Your therapist can help you understand and best respond to these adjustments as you progress.

Although you may terminate treatment at any time, it is recommended that this be discussed in advance with your provider. Your therapist may also terminate treatment if s/he determines it to be necessary or in the best interest of the client or him/herself. Any such termination will be discussed with you, and referrals to other providers will be offered.

II. APPOINTMENTS

Appointments are based on the 50-minute clinical hour. In the event that you are *less than 20* minutes late for a scheduled appointment, you will be seen for the remainder of the time allotted. If you are *more than 20* minutes late, it will be treated as a missed appointment.

A 24-hour notice from your scheduled appointment time is required for all cancelled or rescheduled appointments. This must be done by phone/voicemail with your therapist. Otherwise, you will be charged the full cost of your reserved time.

Please keep in mind that insurance companies typically do not provide reimbursement for cancelled or missed sessions, so clients using such benefits would be responsible for the full cost of the appointment.

III. LIMITS ON CONFIDENTIALITY

Communication between a client and psychotherapist is considered confidential and protected under law. However, there are some situations where your therapist is permitted or even required to disclose information without either your consent or authorization. Every effort will be made to discuss this with you prior to action being taken, and the disclosure of such information will be limited to only what is necessary. These exceptions to confidentiality are outlined in the *HIPAA Notice* available on the NC3 website and displayed in the waiting room. Please discuss any questions or concerns that you may have about confidentiality with your therapist.

IV. CLINICAL RECORDS

You should be aware that, under the Health Insurance Portability and Accountability Act (HIPAA), your NC3 therapist is required to keep Protected Health Information (PHI) about you in a Clinical Record for up to ten (10) years. The “Patient Rights” section of the *HIPAA Notice* explains how you may request a copy of your PHI and the limitations and exceptions involved.

* The terms “patient” and “client” may be used interchangeably.

V. MINORS AND PARENTS

Although NC3 therapists specialize in treating adults, they will work with minors in the context of family therapy. For those seeking individual psychotherapy for a child, it is recommended that an alternate clinician specializing in such work be sought.

In the rare event that a minor becomes a client of NC3, steps will be taken to work with the parents or legal guardians to best coordinate treatment. Depending on the age of the child, this communication may require his or her consent unless otherwise permitted in the aforementioned *HIPAA Notice*.

VI. PROFESSIONAL FEES

The Nashville Christian Counseling Center's standard fee is \$90 per clinical hour. Many people cannot afford the privilege of psychotherapy, as it is an investment of time, energy, and money. Potential clients are encouraged to make the work a priority by budgeting their finances and schedules accordingly.

If you do not have (or do not wish to use) insurance benefits, partial scholarship funds are available based on need and circumstances. These funds are limited, and proof of income is required for any clients who wish to apply for a reduced fee. This rate is set by your NC3 therapist at the first session and is subject to adjustment based on changes to any of the above factors.

Forensic Psychology is a specialty area within the field of behavioral science due to the many complications associated with legal matters. NC3 therapists do not work within this area of practice, and therefore clients who intend to involve their provider in such issues are advised to seek out a specialist. Should your NC3 therapist be drawn into legal proceedings on your behalf, an adjusted rate of \$200 per hour will be required for any preparation and attendance.

VII. BILLING AND PAYMENTS

Payment is due at the beginning of each session. Cash or checks are both acceptable methods of payment. For those paying with checks, please have them written out prior to your session to avoid the unnecessary use of your time. There will be an additional \$20 fee for returned checks.

NC3 reserves the right to refer unpaid past due balances to third parties for collection. In the event that any past due balance is placed with a third party, you agree to pay any costs of such collection including agency fees, legal/attorney fees, and court costs.

VIII. INSURANCE REIMBURSEMENT

All clients of NC3 are required to pay for services out of pocket initially. Your therapist can then provide you with an invoice to be filed with your insurance carrier or health savings account. The amount of reimbursement will depend on the type of medical plan one has, which will vary from person to person. Please discuss any questions you may have with your therapist directly.

IX. EMERGENCIES

NC3 is not equipped to handle mental health crises. If you experience a psychiatric emergency and find that you cannot guarantee your safety or the safety of others, the Crisis Center can be reached between the hours of 2 P.M. and midnight at **(615) 244-7444**. Otherwise, dial 911 or go to your nearest Emergency Room.