

## *Orlando Counseling Specialists*

Nancy A. Johnson, M.A., LMHC

### **PROCEDURES AND POLICIES FOR COUNSELING SERVICES**

#### **Notice of Privacy Practices**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

#### **Confidentiality**

All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without your written permission, except where disclosure is required by law (See Notice of Privacy Practices form).

#### **Payments & Insurance Reimbursement**

**Payments:** Clients are expected to pay the standard fee of \$120.00 per 50 minute session. I accept checks and most major credit cards. There will be a \$20.00 charge on any returned checks. As a rule, I do not charge for professional advice over the phone for a brief call, although those longer than 10 minutes may be charged by the per hour rate.

**Insurance:** My receipt can be submitted to your insurance company for reimbursement if you have out-of-network benefits.

**Sliding Scale:** Because of the unique needs and circumstances of my clients, I do work on a sliding scale. My scale starts with the standard fee of \$120.00 and slides to \$100.00, \$80.00 and for unusual hardship cases, \$60.00. This is discussed on an individual basis only.

#### **Cancellation**

Since scheduling of an appointment involves the reservation of time specifically for you, a minimum of 24 hours notice is required for rescheduling or canceling an appointment. Unless we reached a different agreement, on half fee will be charged for sessions missed without such notification.

#### **Telephone Emergency Procedures**

If you need to contact me between sessions, please call 407-902-9250 and leave a message and I will return your call as soon as possible. If an emergency situation arises, please indicate it clearly on the message including a telephone number. If you are experiencing an emergency, please call 911.

#### **Discussion of Treatment Plan**

Within a reasonable period of time after the initial intake, the therapist will discuss with you her understanding of the problem, treatment plan, objectives and anything else related to the outcome of treatment. If you have any unanswered questions, please ask.

#### **Dual Relationships**

Not all dual relationships are unethical or avoidable. Therapy never involves sexual or any other dual relationship that impairs the therapist's objectivity, clinical judgment, or therapeutic effectiveness or can be exploitive in nature. The therapist will assess carefully before entering into non-sexual and non-exploitive dual relationships with clients. The Central Florida community can be a small community in which many clients know each other and the therapist. Consequently you may bump into someone you know in the waiting room or see your therapist out in the community. I will never acknowledge working therapeutically with anyone without your permission. Dual or multiple relationships can enhance therapeutic effectiveness, but can also distract from it and often it is impossible to know that ahead of time. If at any time a dual or multiple relationships becomes uncomfortable for either party, it is the responsibility of the one who is uncomfortable to communicate to the other in this matter.