

Office Policies & General Information Agreement for Psychotherapy Services and Informed Consent for Psychotherapy for Kara Jasper Counseling (KJC)

This form provides you, the client, with information that is additional to that detailed in the Notice of Privacy Practices and HIPPA Information:

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. **WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW:** Some of the circumstances where disclosure is required or may be required by law are:

Where there is a reasonable suspicion of child, dependent, or elder abuse or neglect; where a client presents a danger to self, to others, to property, or is gravely disabled; or when a client's family members communicate to Kara Jasper, LPC that the client presents a danger to others.

Disclosure may also be required pursuant to a legal proceeding by or against you. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by Kara Jasper, LPC (note that Kara Jasper LPC is not an expert witness.)

In couples and family therapy, or when different family members are seen individually, even over a period of time, confidentiality and privilege *do not* apply between the couple or among family members, unless otherwise agreed upon. Kara Jasper, LPC will use her clinical judgment when revealing such information and will not release records to any outside party unless she is authorized to do so by all adult parties who were part of the family therapy, couple therapy or other treatment (meaning clients who signed consents) that involved more than one adult client.

EMERGENCY: If there is an emergency during therapy, or in the future after termination, where Kara Jasper, LPC becomes concerned about your personal safety, the possibility of you injuring someone else, or about you receiving proper psychiatric care, she will do whatever she can within the limits of the law, to prevent you from injuring yourself or others and to ensure that you receive the proper medical care. For this purpose, she may also contact the person whose name you have provided as an emergency contact. If Kara Jasper, LPC becomes incapacitated, please contact Cristin Mullen, LPC at #480-535-5028.

HEALTH INSURANCE & CONFIDENTIALITY OF RECORDS: Disclosure of confidential may be required by your health insurance carrier or HMO/PPO/EAP in order to process the claims. If you so instruct Kara Jasper, LPC, only the minimum necessary information will be communicated to the carrier. *Kara Jasper, LPC has no control over, or knowledge of, what insurance companies do with the information she submits or who has access to this information. Be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk to confidentiality, privacy or to future capacity to obtain health or life insurance or even a job.* The risk stems from the fact that mental health information is likely to be entered into big insurance companies' computers and is likely to be reported to the National Medical Data Bank. Accessibility to companies' computers or to the National Medical Data Bank database is always in question as computers are inherently vulnerable to hacking and unauthorized access. Medical data has also been reported to have been legally accessed by law enforcement and other agencies, which also puts you in a vulnerable position. Kara Jasper, LPC may have a medical biller submit sessions to your insurance as a courtesy and this biller will have access to your demographic information and diagnosis code. The medical biller assisting Kara Jasper, LPC may call you to verify insurance. *This is a*

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courtesy to you and you may choose to not use insurance or pay in full and submit your own billing if you choose to do so.

LITIGATION: Sometimes patients/clients become involved in litigation while they are in therapy or after therapy has been completed. Sometimes patients (or the opposing attorney, in a legal case) want the records disclosed to the legal system. Due to the nature of the psychotherapeutic process and the fact that it often involves making a full disclosure with regard to many matters, *clients' records are generally confidential and private in nature.* Patients should know that very serious consequences can result from disclosing therapy records to the legal system. Such disclosures may negatively affect the outcome of custody disputes or other legal matters and may negatively affect the therapeutic relationship. If you or the opposing attorney are considering requesting Kara Jasper's, LPC disclosure of the records, Kara Jasper, LPC will do her best to discuss with you the risks and benefits of doing so. As noted in this document, you have the right to review your own psychotherapy records anytime.

Kara Jasper, LPC is NOT an expert witness. (See also relevant section above: "WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW") **CONSULTATION:** Kara Jasper, LPC consults regularly with other professionals regarding her clients; however, each client's identity remains completely anonymous and confidentiality is fully maintained.

E-MAILS, CELL PHONES, COMPUTERS, AND FAXES: It is very important to be aware that computers and unencrypted email, texts, and e-faxes communication (which are part of the clinical records) can be relatively easily accessed by unauthorized people and hence can compromise the privacy and confidentiality of such communication. Emails, texts, and e-faxes, in particular, are vulnerable to such unauthorized access due to the fact that servers or communication companies may have unlimited and direct access to all emails, texts and e-faxes that go through them. While data on Kara Jasper, LPC's laptop/computer is encrypted, emails, texts and e-fax are not. It is always a possibility that e-faxes, texts, and email can be sent erroneously to the wrong address and computers. Kara Jasper, LPC uses TherapyNotes as an Electronic Medical Record system which stores records cloud-based. Also, be aware that phone messages are transcribed and sent to Kara Jasper, LPC via unencrypted emails. Please notify Kara Jasper, LPC if you decide to avoid or limit, in any way, the use of email, texts, cell phones calls, phone messages, or e-faxes. If you communicate confidential or private information via unencrypted email, texts or e-fax or via phone messages, Kara Jasper, LPC will assume that you have made an informed decision, will view it as your agreement to take the risk that such communication may be intercepted, and will honor your desire to communicate on such matters. Please do not use texts, email, voice mail, or faxes for emergencies.

RECORDS AND YOUR RIGHT TO REVIEW THEM: Both the law and the standards of Kara Jasper, LPC's profession require that she keep treatment records of clients who have terminated therapy for 7 years and 3 years after a minor turns 18 and is not in counseling with Kara Jasper, LPC after turning 18. A.R.S. §12-2297. Please note that clinically relevant information from emails, texts, and faxes are part of the clinical records. Unless otherwise agreed to be necessary, Kara Jasper, LPC retains clinical records only as long as is mandated by Kara Jasper, LPC law. If you have concerns regarding the treatment records, please discuss them with Kara Jasper, LPC. As a client, you have the right to review or receive a summary of your records at any time, except in limited legal or emergency circumstances or when Kara Jasper, LPC assesses that releasing such information might be harmful in any way. In such a case, Kara Jasper, LPC will provide the records to an appropriate and legitimate mental health professional of your

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choice. Considering all of the above exclusions, if it is still appropriate, and upon your request, Kara Jasper, LPC will release information to any agency/person you specify unless Kara Jasper, LPC assesses that releasing such information might be harmful in any way. When more than one client is involved in treatment, such as in cases of couple and family therapy, Kara Jasper, LPC will release records only with signed authorizations from all the adults (or all those who legally can authorize such a release) involved in the treatment.

TELEPHONE & EMERGENCY PROCEDURES: If you need to contact Kara Jasper, LPC between sessions, please leave a message at the answering service **(602) 734- 0192** or **email (preferred)** and your message will be returned as soon as possible. Kara Jasper, LPC checks messages a few times during the daytime only, unless she is out of town, on vacation, and/or not scheduled to work.

If an emergency situation arises, indicate it clearly in your message and if you need to talk to someone right away call Psychiatric or Behavioral/Mental Health Emergency Services. (Maricopa County): 602-222-9444 (24-hour crisis line) (Phoenix area) or the Police: 911. Please do not use email or faxes for emergencies. Kara Jasper, LPC does not always check her email, voice messages, or faxes daily.

PAYMENTS & INSURANCE REIMBURSEMENT: **Clients are expected to pay the standard fee of \$165 for intakes, \$130 per 45 minute therapy session or \$150.00 per hour therapy session at the end of each session or prior to each session unless other arrangements have been made. Hypnotherapy is \$165.** The fees are standard for therapy unless other fees have been agreed upon by both Kara Jasper and the client such as in the case of financial hardship. **The no-show fee, missed appointment or late cancellation fee with under 24 hours notice is the full session fee or minimum of \$75 unless other arrangements were made.** Kara Jasper, LPC may automatically charge your card on file for missed/late cancel/or no-shows appointment unless other arrangements have been agreed upon between you and Kara Jasper, LPC. Telephone conversations, site visits, writing and reading of reports, consultation with other professionals, release of information, reading records, longer sessions, travel time, etc. will be charged at the same rate, unless indicated and agreed upon otherwise. Please notify Kara Jasper, LPC if any problems arise during the course of therapy regarding your ability to make timely payments. Clients who carry insurance should remember that professional services are rendered and charged to the clients and not to insurance companies if not contracted with Kara. Kara Jasper, LPC will provide you with a copy of your receipt per your request which you can then submit to your insurance company for reimbursement, if you so choose. IF Kara Jasper, LPC is contracted by insurance companies to bill an insurance panel directly, then Kara will collect your co-pay or deductible. If Kara Jasper, LPC bills insurance for you as a courtesy, she may hire a medical biller to assist in this billing insurance process. This medical biller is trained in HIPPA and client confidentiality. As was indicated in the section, Health Insurance & Confidentiality of Records, you must be aware that submitting a mental health invoice for reimbursement carries a certain amount of risk. Not all issues/conditions/problems, which are dealt with in psychotherapy, are reimbursed by insurance companies. It is your responsibility to verify the specifics of your coverage. *If your account is overdue (unpaid) and there is no agreement on a payment plan, Kara Jasper LPC can terminate therapy.*

THE PROCESS OF THERAPY/EVALUATION AND SCOPE OF PRACTICE: Participation in therapy can result in a number of benefits to you, including improving interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Working toward these benefits, however, requires effort on your part. Psychotherapy requires your very active involvement, honesty, and openness in order to

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change your thoughts, feelings, and/or behavior. Kara Jasper, LPC will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. Sometimes more than one approach can be helpful in dealing with a certain situation. During evaluation or therapy, remembering or talking about unpleasant events, feelings, or thoughts can result in you experiencing considerable discomfort or strong feelings of anger, sadness, worry, fear, etc., or experiencing anxiety, depression, insomnia, etc. Kara Jasper, LPC may challenge some of your assumptions or perceptions or propose different ways of looking at, thinking about, or handling situations, which can cause you to feel very upset, angry, depressed, challenged, or disappointed. Attempting to resolve issues that brought you to therapy in the first place, such as personal or interpersonal relationships, may result in changes that were not originally intended. Psychotherapy may result in decisions about changing behaviors, employment, substance use, schooling, housing, or relationships. *Sometimes a decision that is positive for one family member is viewed quite negatively by another family member.* Change will sometimes be easy and swift, but can also be slow and even frustrating. There is no guarantee that psychotherapy will yield positive or intended results. During the course of therapy, Kara Jasper, LPC is likely to draw on various psychological approaches according, in part, to the problem that is being treated and her assessment of what will best benefit you. ***These approaches include, but are not limited to: Client-centered and Eclectic, Behavioral, Cognitive-Behavioral, Cognitive, Psychodynamic, Existential, Hypnotherapy, System/Family, Developmental (adult, child, family), Humanistic, EMDR (alternating bilateral stimulation for reprocessing), DBT (Dialectical Behavioral Therapy) or psychoeducational.***

Kara Jasper, LPC provides neither custody evaluation recommendations nor medication or prescription recommendations nor legal advice, as these activities do not fall within her scope of practice. Discussing your compliance with medications in the interest of discussing progress may be addressed in session and Kara Jasper, LPC advises you to discuss all medical and medication management issues with your prescriber.

TREATMENT PLANS: Within a reasonable period of time after the initiation of treatment, Kara Jasper, LPC will discuss with you her working understanding of the problem, treatment plan, therapeutic objectives, and her view of the possible outcomes of treatment. If you have any unanswered questions about any of the procedures used in the course of your therapy, their possible risks, Kara Jasper, LPC 's expertise in employing them, or about the treatment plan, please ask and you will be answered fully and treatment plans are collaborative. You also have the right to ask about other treatments for your condition and their risks and benefits. Treatment plans are posted for your review via your private, password protected client portal via Therapy Portal. You may request a hard-copy as well.

TERMINATION: As set forth above, after the first couple of meetings, Kara Jasper, LPC will assess if she can be of benefit to you. Kara Jasper, LPC does not work with clients who, in her opinion, she cannot help. In such a case, if appropriate, she will give you referrals that you can contact. If at any point during psychotherapy Kara Jasper, LPC either assesses that she is not effective in helping you reach the therapeutic goals or perceived you as non-compliant or nonresponsive, and if you are available and/or it is possible and appropriate to do, she will discuss with you the termination of treatment and conduct pre-termination counseling. In such a case, if appropriate and/or necessary, she would give you a couple of referrals that may be of help to you. If you request it and authorize it in writing, Kara Jasper, LPC will talk to the psychotherapist of your choice in order to help with the transition. If at any time you want

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another professional's opinion or wish to consult with another therapist, Kara Jasper, LPC will give you a couple of referrals that you may want to contact, and if she has your written consent, she will provide her or him with the essential information needed. You have the right to terminate therapy and communication at any time. If you choose to do so, upon your request and if appropriate and possible, Kara Jasper, LPC will provide you with names of other qualified professionals whose services you might prefer.

DUAL RELATIONSHIPS: Therapy never involves sexual or any other dual relationship that impairs a therapist's objectivity, clinical judgment or can be exploitative in nature. It is important to realize that in some communities, particularly small towns, small communities, military bases, university campuses, spiritual and rehabilitation communities, etc., multiple relationships are either unavoidable or expected. Kara Jasper LPC will never acknowledge working with anyone without his/her permission.

SOCIAL NETWORKING AND INTERNET SEARCHES: Kara Jasper, LPC does not accept friend requests from current or former clients on social networking sites, such as Facebook and believes that adding clients as friends on these sites and/or communicating via such sites can compromise their privacy and confidentiality.

AUDIO OR VIDEO RECORDING: Unless otherwise agreed to by all parties beforehand, there shall be no audio or video recording of therapy sessions, phone calls, or any other services provided by Kara Jasper, LPC.

CANCELLATION Policy: Since the scheduling of an appointment involves the reservation of time specifically for you, a minimum of 24 hours (1 day) notice is required for rescheduling or canceling an appointment. Unless we reach a different agreement, the full session fee or minimum of \$75. Insurance companies do not reimburse for missed sessions. You are responsible for this fee. You are also responsible to explain any reasons out of your control that caused the late cancellation/missed appointment with Kara Jasper, LPC if you are seeking to avoid the cancellation fee and it is not Kara Jasper LPC's responsibility to contact you after a missed appointment.

Signature on page 6 -

I have read the Office Policies & General Information Agreement for Psychotherapy Services and Informed Consent for Psychotherapy and additional HIPPA Notification carefully (a total of 6 pages including signature page and I read the HIPPA Notification); I understand them and agree to comply with them:

Client's Name (print): _____

Signature: _____ Date: _____

Legal Parent/Guardian if applicable: _____

Signature of Parent/Guardian if applicable: _____

Therapist: _____ Date _____

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