

Information and Professional Services Agreement

We are pleased that you have chosen Champions Christian Counseling Center, LLC

CONFIDENTIALITY

You have the right to confidentiality. No information will be released without your written consent except as required by law. Such exceptions to confidentiality include:

1. If we believe you are in imminent danger of hurting yourself or others.
2. If we are ordered by a Judge's order to disclose information, or if there is a statute requiring such disclosure.
3. If you choose to use your insurance for payment, insurance companies will be provided with appropriated ongoing communication to certify the medical necessity of your continuing treatment.
4. If your counselor is an LPC-Intern or a counselor with a temporary license, he or she is under supervision by a Licensed Professional Counselor Supervisor. During supervision, an intern counselor may disclose certain information with their respective supervisor who then shares the obligation for confidentiality. The counseling staff at CCCC also works as a team and your counselor may consult with other counselors and supervisors to provide the best possible care for their clients. All staff members abide by the confidentiality policy.
5. By your signature below, you acknowledge and understand that under the Health Insurance Portability & Accountability Act of 2003 ("HIPAA"), you have certain rights to privacy regarding my protected health information. You have also been given notification of all "HIPAA" requirements concerning privacy policies. You understand that this information will be used to:
 - Conduct, plan and direct your treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
 - Obtain payment from third-party payers.
 - Conduct normal healthcare operations such as quality assessments and physician certifications.

You may request in writing that we restrict how your private information is used or disclosed to carry out treatment, payment or health care operations. You also understand we are not required to agree to your requested restrictions, but if we do agree, then we are bound to abide by such restrictions.

*Talk to your counselor about any confidentiality concerns.

RIGHTS & RESPONSIBILITIES

Rights

You have a right to be provided with professional and respectful care. You have a right to know our assessment of the problem, the recommended treatment, and the resources available to help deal with your situation. You also have the right to refuse our suggestions. You are welcome to ask your counselor any questions regarding their background, credentials, professional experience or philosophy.

Responsibilities

1. To be honest, open and willing to share your concerns
2. To ask questions when you do not understand, or need clarification
3. To discuss any reservations you have about your treatment plan
4. To follow the agreed upon treatment plan
5. To report changes or unexpected events related to your problem.
6. **To keep appointments or to call and cancel within 24 hours prior to your appointment.**

Otherwise you will be charged a cancellation fee.

Remember that you are responsible for your thoughts, feelings, actions and growth. We are here to help facilitate that growth to the best of our ability.

PAYMENT INFORMATION

The standard fee is \$120.00 for a 50-minute therapy session. It is the same fee for individual, couple or family therapy.

Some fees are based on the financial situation and needs of the individual client.

Insurance

If you belong to a managed care program we will bill your insurance company if you so direct. Co-payments or deductibles are payable at the time of service. If the insurance company does not pay, you are ultimately responsible for the fee.

In all other instances, you will be expected to pay the full fee at the time of service. We can assist you in filing for reimbursement from your insurance company.

*There is a \$25.00 service charge for all returned checks.

Cancellations

Please give 24 hours advance notice for cancelled appointments. The advance notice is standard policy in our profession. Failure to give appropriate notice will result in a cancellation fee. Champions Christian Counseling Center has a 24-hr answering service to assist you in canceling your appointment in a timely manner. Your signature below shows that you have read and accepted this policy. Failure to sign will result in a referral to another provider.

Signature: _____ **Date:** _____