

*Lynn Louise Wonders, MA, LPC, RYT
Licensed Professional Counselor
Marietta Counseling for Children and Adults, LLC
2440 Sandy Plains Rd. Bldg. 13, Suite 300
Marietta, GA 30066
770-971-9311
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Information for Clients, Informed Consent and Agreement to Enter into Counseling Services

I am very pleased you have decided to enter into counseling services with me. The following paperwork is rich with very important information for you, the client. I look forward to meeting with you for our initial intake session! Please read all the way through very thoroughly and note any questions you may have in the margins. We will review the policies and contents herein at our first session and I can answer your questions at that time. Please be sure to fill out all information in this packet prior to your first session. When you arrive at the office, come in and please have a seat in our waiting area. I will come out and greet you at your time of appointment.

PLEASE BE SURE TO INITIAL the BOTTOM OF EVERY PAGE! Thank you!

My Professional Credentials...

I serve as Director of Therapy Services for Marietta Counseling for Children & Adults, LLC and as a licensed professional counselor, I provide therapy services for children, families, parents, couples and individual adults. I have a masters degree in psychology with a professional counseling specialty, coursework toward my Ph.D. in Educational Leadership and Early Childhood Development and training in play therapy and children's counseling methods. I am licensed in the state of Georgia as an LPC and I serve as a Child Specialist with the Collaborative Law Institute of Georgia. I have completed 180 hours of specialized training in play therapy and child development and over 3000 hours of experience conducting play therapy with children and families under supervision of registered play therapy supervisors since 2003. These numbers are always growing as I continue training and working with children. I am specifically trained to work with children and families going through divorce or adjusting to a divorce or other loss/change in a family.

I am a Registered Yoga Teacher with Yoga Alliance and have completed an additional 300+ hours of training in yoga and yoga therapies. I bring this training into my work with children and families in understanding the connection between mind, emotions and body.

I participate in continuing education courses, seminars and professional conferences ongoing in order to stay current and am always expanding on my knowledge-base and methodologies in order to best serve the needs of my clients.

I am an active member of the the American Counselors Association, the Licensed Professional Counselors Association of Georgia, the Association for Play Therapy, , the International Yoga Therapy Association and the Collaborative Law Institute of Georgia.

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About Marietta Counseling for Children and Adults, LLC...

Marietta Counseling for Children and Adults, LLC (MCCA) is a limited liability company in the state of Georgia established to provide a facility where therapists can provide counseling and psychotherapy services for children, adolescents and adults. I founded MCCA after seeing that our community was in need of a center that is specifically child and family friendly. The waiting area and all the offices were created to help our clients feel warmly welcome that is home-like rather than clinical and sterile. As of summer 2010 I will be expanding to include an additional suite that will have a large room for yoga, meditation and other classes that support adults in stress management and personal growth.

MCCA provides office space and peer consultation to other licensed therapists who also see children, parents, families and individual adults. These therapists are independent practitioners, who lease and share space as well as peer affiliation and colleague support with other therapists. MCCA employs some associate licensed therapists on a contracted basis and I provide direction of their services including regular confidential case review.

About Counseling....

My approach to counseling whether it be with children or adults is based in theory that believes all people want to feel significant, connected and capable. I believe that all behavior has a purpose and meaning and through addressing the underlying motivations and patterns for behaviors, there can be an experience of positive shift in one's life experiences and relationships. Patterns and themes develop in people's lives often discouraging them, knocking them "off track." I work to help people, regardless of age, dismantle unhealthy patterns and get back onto a more balanced and healthy track for living.

Helping Children...

It is my job as a counselor to help children have an emotionally safe place where they are encouraged to express openly through the use of play therapy without fear of being judged and to help young children have experiences of success, acknowledged by me in a way that helps them develop an intrinsic sense of worth. Part of my work with children is also to provide coping skills and tools for self-soothing, managing emotional energy and other important life skills. I use a combination of directive and non-directive play therapy coupled with parent and family sessions.

Helping Adults...

With adults, it is a similar process of providing a compassionate and non judging space for individuals to express and explore their own patterns. I operate from a wide variety of theoretical approaches appropriate to each individual's needs. Some of the work includes examining thoughts and actions and considering alternatives in order to dismantle the patterns that are not adaptive and replace with more adaptive thoughts and actions. We may use introspective conversation, looking at thoughts/beliefs, written exercises, relaxation exercises and many other methods available.

I see every individual as having everything they need within them simply needing some help getting back on track what may have drifted off track. Effective counseling experiences require active commitment and participation on the part of the client. With my clients I set

goals and determine indicators as to how we will know when those goals have been met and will frequently revisit these goals, evaluating where we are on the process of making progress so that each client knows how we are doing as a partnership as we go.

Helping Couples... I provide relationship counseling support to couples regardless of what stage they find their relationship to be. Much like my work with adults in individual counseling, a space is created that is compassionate and non-judging allowing couples to express and explore the patterns within the relationship. I provide more directive assistance through communication training and discovery exercises as well. The goal for all couples counseling is to build on respect for Self and Other as well as honoring the relationship itself in whatever stage it is in. Greater clarity, quality of communication and vision for the relationship are the focal points.

Helping Families... I assist families to express and work through whatever is affecting the family dynamic. Through the use of family games and play projects, I am able to observe and assess the patterns in the family dynamic. As a gentle facilitator, I help families shift some of these patterns in ways that generate greater balance, understanding and respect for one another. I often work with family members separately and in dyads as well as bringing the entire family together.

Helping Parents... Parenting is the most challenging and most important job anyone who is a parent will ever have. There are no training manuals handed out at the birth of a child, however! There are many books out there to read but it can all feel very overwhelming. So many approaches and philosophies.... In the meantime the stresses of parenting can get the best of anyone! I provide coaching for parents through seminars, support groups and private consultation. I also provide counseling and psychotherapy support for parents in learning how to deal with the challenges of parenthood and how those challenges affect their emotional and mental health as well as their relationships. I combine philosophies and skills training that are rooted in hope, positive and solution based theories. I believe in empowering parents in a positive and encouraging way to see this job of parenting as purposeful and to embrace it with greater consciousness.

Groups and Classes

Sometimes people grow the most when participating with a group of people with similar issues or challenges. I offer groups that offer opportunity for skill building on the subjects of stress management, divorce and step-parenting, parenting, and social skills for people of all ages. I provide support and process groups for adults struggling with various life issues, women's issues, step mothers, and children whose parents are divorced or divorcing. I also teach classes specifically addressing the practice of mindfulness, meditation, yoga and basic tai chi and chi kung.

Benefits and Risks of Counseling....

Benefits of counseling have been shown by scientists in hundreds of well-researched studies. People who are depressed often find their mood lifting. Anxieties that prevent an individual from normal functioning can be mastered through techniques learned in therapy as well as opportunity to master “run-away” thoughts that are causing dysfunction.. In counseling often people need and have a chance to talk things out or for children play out what is bothering them until their feelings are very naturally resolved. Clients’ skills in relationships and communication often greatly improve. The greatest benefit to counseling in my experience is learning how to develop and maintain a sense of balance in life which yields more lasting contentment, satisfaction and skills for coping with the inevitable challenges life presents.

There is the risk that through counseling clients may at times feel uncomfortable levels of sadness, guilt, anxiety, frustration, loneliness, helplessness or other negative feelings as a part of the process of healing and finding way to balance. It is not uncommon (especially with children) for symptoms to worsen before improving. Clients may recall unpleasant memories. Anytime we are making changes for the better, the familiar existing way of being in the world and in relationships is stirred up and turned upside down to some degree and there is the risk that significant others in one’s life may have their own objections or negative reactions to a client’s positive changes.

Overall, the benefits greatly outweigh the risks. When the client and the therapist are both committed to the process of counseling, understanding therapy is not a quick fix, transformational results are often observed.

It takes great courage to begin the process of counseling. If you have any questions about what to expect in your journey through counseling with me, I am more than happy to discuss this with you not only in our first session together but throughout the process.

Confidentiality....

It is a client's legal right that our sessions and my records about you are kept private. In general I will tell no one what you tell me or that you are receiving counseling services from me. In all but a few situations, your confidentiality and privacy is protected by state law and by the ethical rules of my profession. There are exceptions as follows:

1. If you make a serious threat to harm yourself or another person, the law requires me to try to protect you or that other person. This usually means telling others about the threat including police officials.
2. If I have reason to believe a child or any adult dependent has been or will be abused or neglected, I am legally required to report this to the proper authorities.
3. If you are or will be involved in court proceedings and my records are ordered by a judge, I will assert the statutory law that states client-counselor privilege. If the judge over-rides this statute and orders me to testify or produce records I am lawfully required to do so. If I and/or my records are subpoenaed I am obligated to show up in court with my clinical record which can be ordered to be produced by the judge. If I am ordered by the court to provide counseling services for you or your child, the court then has a right to all information involved with your therapy services.
4. If a guardian ad litem (GAL) is appointed in a custody case involving child clients I have seen for counseling services and she/he is ordered by the court to have access to mental health practitioners and records therein, I am required to provide that information as it is court ordered.
5. The Patriot Act of 2001 requires me in certain circumstances, to provide federal law agents with records, papers and documents upon request and prohibits me from disclosing to my client that the FBI sought or obtained the items under the Act.
6. I am happy to provide paperwork for you to file with your insurance company; however, in doing so, there will be a diagnosis required with the paperwork and there may be a violation of your confidentiality as insurance companies do not always observe the same strict confidentiality policies that I do as a Licensed Professional Counselor.
7. Occasionally I see professional supervision or consultation with another licensed therapist as well as confidential peer consultation meetings with my fellow therapists at MCCA. I share information about my cases and clients for the purpose of gaining further perspective and ideas for how to best serve my clients without revealing names or identity. Peers, fellow therapists and any supervisor are bound by confidentiality so that any information shared does not leave the room in which it is shared and full names are not revealed.
8. If you should choose to communicate with me via email I can not guarantee your confidentiality as sometimes an email remains on a server and may be accessible by others.

Please indicate your preference by circling Yes or No and signing here:

Yes, I authorize you to communicate with me via email: _____
(Please provide the email address where you authorize me to send you emails: _____)

No, I do not authorize you to communicate with me via email. _____

9. In the case of my death or major medical incapacitation, all of my records will be accessed by Jennifer Vann, LMFT or Christy Hall, PsyD.

In **working with children**, though legally the parent(s) or legal guardian(s) of child clients are the client and confidentiality lies with the client, in order to establish and preserve the essential relationship and setting for a child's therapy, I honor what the child does or says in our sessions as confidential while providing parents and/or legal guardians summaries of treatment goals, plan and progress as well as recommendations. I explain to children in simple terms that their time with me is their safe place to share whatever they wish with me. If they tell or show me something that makes me feel they or another child is being or has been hurt, I must tell others to make sure they or the other child is safe. I explain to them that I will not tell their parents what they say and do in our sessions unless they give me permission but that I do tell moms and dads my ideas and suggestions for what they might do at home to help me help the child with whatever they might need.

In **working with couples and families**, the couple as an entity and the family as an entity is my client and I am not providing individual therapy for either half of the couple or for any one member of the family although sessions with individuals in the couple/family may be a part of the couples/family therapy. These sessions are to allow me an opportunity to gather information and perspective that might not otherwise be so comfortably revealed in the couples sessions. I will not repeat what I hear from one half of the couple or family member to the other(s) **but I also will not be a "secret keeper" nor will I facilitate secret keeping..** If anything significant is revealed in an individual session that I feel the other party needs to be told, I will require it be brought up in the next session together so we can work through it. If I am placed in a position of being told sensitive information by one member of the family or couple and asked to keep it "secret," I will not be able to hold that secret and may have to terminate the therapeutic relationship and refer you to another therapist.

Scheduling

When you schedule an appointment with me, we are entering into a contract in advance for my professional time for the session itself and for preparation for your session. I schedule appointments in advance (no walk ins) and **I do require 24 hours notice of cancellation of any appointment.**

If a client does not arrive for a scheduled appointment or cancels inside of 24 hours, there will be a charge billed for the full fee session.

On the most rare occasion there is what I consider to be a *true, absolute, unavoidable emergency* I will waive the charge.

If your child is contagious, has fever, is vomiting, has incessant coughing, has a profusely runny nose, please call me as soon as you notice these indications as we do not wish to put other clients at risk of illness. I simply ask for 24 hours notice whenever possible. If sudden onset, call me as soon as possible and request waiver of the 24 hr. notice policy.

Missed appointments will be billed at the full rate in any other case.

Fees, Payment, Insurance...

I am on a limited number of insurance panels. If I am not on the panel for your insurance company I will be happy to provide paperwork for you to file with your insurance company for out of network reimbursement

****REDUCED FEES ARE AVAILABLE. If I am not a provider on your insurance plan and my standard fees are outside of your budget, please ask me about reduced fee options. I am very sensitive to current economic challenges and will be more than happy to discuss alternative payment agreements at our initial intake session. Initial intake session standard rate is firm but further therapy session fees may be reduced upon discussed and signed agreement ****

All sessions are 45 minutes for play therapy sessions and 50 minutes for all other sessions. Like most therapists, I work on a 45-50 minute session schedule in order to allow time between sessions for clean up, writing case notes, preparing for the next client. The session fee is not only for our time together in person, however. The fee you pay per session also covers periodic and brief communication between sessions by email and phone, all the preparation I do prior to each of your sessions and all of the post-session work that I do for your ongoing progress in counseling. I often buy special supplies, toys, or games for clients to meet the needs of individual treatment plans.

Changes to Full Standard Fees are as of April 15, 2010:

Initial Intake Session: \$200

Individual Child or Adult Psychotherapy Session: \$150

Couples or Family Therapy Sessions: \$175

Phone or Email Communications initiated by client *that exceeds ten minutes* will be pro-rated and billed at the relevant session rate.

Preparation of Summaries of Treatment or Letters at request of client: \$75 per item requested.

Court Related and/or Child Specialist Work for Collaborative Law Cases: \$175/hour of any and all time spent on the case.

I do require payment of fees be made at the beginning of each session so business can be out of the way in order to sink into the issues the client needs/wants to address during the session.

Hours...

I see clients Tuesdays, Wednesdays, Thursdays and Fridays only. I am unavailable to clients Saturday through Monday. I try to return all calls within 24 hours if received Tues. – Fri.

After Hour Support and Emergencies...

Marietta Counseling for Children & Adults, LLC is not an emergency services agency. I do not provide emergency services.

You may call me during business hours (Tuesday through Friday 9:00 a.m. to 5:00 pm) on my mobile office number 404-455-5805 and leave me a confidential voicemail **including your phone number** it along with a brief message. I will call you back when I have finished all sessions and business with other clients or between sessions if possible and if not possible the same day that you leave the message, as soon as I can the next day.

When I am away from the office for extended time, my outgoing voicemail message will reflect when I will be back. I also provide all clients in advance my away-from-office dates.

If you have a life threatening emergency you should call 911 or go to the hospital of your choice.

Only contact me in an emergency after you have already obtained emergency assistance from 911 or your choice of medical support

Other After hour Mental Health Resources (not to be substituted for calling 911 with emergency):

- Ridgeview Institute at 770.242.4567
- Peachford Hospital at 770.454.5589
- Cobb Mental Health Crisis Line 770.422.0202
- Fulton Mental Health Crisis Line 404.730.1600

Divorce and Custody Cases....

I provide several different services when it comes to divorce-related matters and I ONLY wear one hat at a time per each case. Here are the various roles I may play:

- 1) As a member of Collaborative Law Institute of Georgia I am trained and serve as a Child Specialist. In these cases I have a different set of paperwork for clients to fill out because in this role I am not acting as a therapist but as a specialist who meets with the children in a divorcing family and helps the children through the process of the family's divorce, speaks for the children and what is in their best interest through the process of divorce and collaborates with the other members of the professional team in the collaborative process.
- 2) I provide therapy services for children whose parents are going through divorce which is a more in-depth process of supporting the children, helping them process their emotions and helping them to develop coping skills. In this role I also provide parenting recommendations and often guide parents to seek co-parenting counseling and often their own individual counseling with another therapist. Family sessions and parenting sessions are often a part of the children's therapy.
- 3) I provide individual counseling services for adults contemplating divorce, going through divorce or recovering and healing from a past divorce.

As I do work with parents and children going through divorce and I believe it is very helpful to assist families in developing positive coping skills and working toward harmony and healing during and after the divorce process, I have also found reason to develop very clear guidelines. ***Due to the sensitive nature of divorce and all potential issues that may arise in such cases, I have very specific policies to which you MUST agree before we enter a counseling relationship:***

1. If I am seeing a child whose parents are in the process of divorce or who are already divorced, I require a copy of the standing court order demonstrating the custodial rights of each parent and/or the parenting agreement that is signed by both parents and the judge at the first intake session. I will need to have contact with the parent who has legal custodial decision making for medical issues before I see the child for counseling and will need to obtain written consent for the child to participate in counseling from the legal custodian(s) and prefer to have contact with both parents prior to seeing the child.
2. I will be available to provide an interview with a guardian ad litem (GAL) assigned to investigate the best interest of any child I am counseling upon production of court order demonstrating the GAL's right to examine your clinical record or speak with me. Otherwise, the adult client or parents of child client will need to sign a release for me to speak with the GAL. The client will be charged a full session fee for me to have such meeting with a GAL.
3. I will provide an identical summary of a child's therapy progress, treatment plan information and parent recommendations to both parents who share in the legal custody of the child I am seeing for counseling and will offer and encourage opportunities for both parents to participate in parent consultations along the way.
4. Family sessions will likely be recommended and depending on the case, may need to see the child with each parent separately along with siblings and/or other significant family members who live in the homes where the child lives.
5. **I ask all my clients waive right to subpoena me to court.** This policy is set in order that I can preserve the efficacy and integrity of my therapeutic progress and relationship with you and/or your child(ren). It is my experience that my appearance in court often damages my therapist-client relationship and it is my ethical duty to make every reasonable effort to

promote the welfare, autonomy and best interests of my clients. By signing this agreement you are waiving right to have me subpoenaed and agreeing in fact not to have me or my records subpoenaed. I will be happy to provide a referral to another therapist who will be willing to appear in court if needed as an alternative if you would prefer.

I understand these policies and hereby waive any and all rights to subpoena Lynn Louise Wonders, LPC and her clinical record on any current or future legal proceedings. I also agree that I will inform my hired attorney that he/she is not to subpoena Lynn Louise Wonders, LPC or her clinical record under any circumstances.

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

My Records...

You should be aware that, pursuant to HIPAA, I keep information about all of my clients in a collection of professional records. This constitutes your Clinical Record. It could include information about your reasons for seeking therapy, a description of the ways in sent to anyone, including reports to your insurance carrier. You may schedule an appointment to examine your Clinical Record. Additionally, you may receive a copy of of your Clinical Record, if you request it in writing. Because these are professional records, they can be misinterpreted by untrained readers. For this reason, I recommend that you initially review them in my presence within a scheduled session, or have them forwarded to another mental health professional so you can discuss the contents. There will be an administrative fee of \$50 charged for the time it takes to confidential copying and mailing the record for release.

Client Rights...

HIPAA provides you with several new or expanded rights with regard to your Clinical Records and disclosures of protected health information. These rights include requesting that I amend your record; requesting restrictions on what information from your Clinical Records is disclosed to others; requesting an accounting of most disclosures of protected health information that you have neither consented to nor authorized; determining the location to which protected information disclosures are sent; having any complaints you make about my policies and procedures recorded in your records; and the right to a paper copy of this Agreement, the Notice form, and the privacy policies and procedures. I am happy to discuss any of these rights with you.

Complaints or Grievances...

If you feel that there is basis for a formal complaint or grievance about anything related to the professional services I am providing, I invite you to first communicate your concerns to me directly so that I will be informed and have an opportunity to respond and resolve any potential misunderstanding. You have a right to file a complaint about me with my licensing board and may do so by contacting the board at the following address and phone number:

**Georgia Composite Board of Professional Counselors,
Social Workers, and Marriage and Family Therapists**
237 Coliseum Drive Macon, GA 31217-3858 (478) 207-2440

Our Agreement To Enter into Counseling Services....

I have read or had read to me all the information in this above paperwork pages 1 - 10, have initialed all pages indicating that I have read them and understand them, have had a chance to review and ask questions and have had all questions answered to my satisfaction. I agree to abide by all the policies outlined herein. By signing this agreement, I am consenting to treatment and understand all the benefits and risks of counseling as outlined herein. I also hereby acknowledge that I have received the HIPAA notice form mentioned herein.

Printed name of adult client, child client and/or child client's legal guardian

Signature of client or client's legal guardian if client is a minor

Date

Signature of Therapist

Date

CLIENT CONTACT INFO:

Name of Client _____ Client's Date of Birth _____

Date of your first counseling session with Lynn Louise Wonders, LPC _____

Parent/Custodian if client is child _____

Home phone _____ Cell phone _____ Approval to leave voicemail? _____

Person in case of emergency you authorize me to contact (name, relationship and number)

Mailing Address _____ Approval to mail to this address? _____

Email Address _____ Approval to contact you via email? _____

How did you hear about me and my services? _____

What is the primary reason you are seeking counseling services at this time? _____

When did you first notice the issue/problem that brings you to counseling? (please provide a date if possible)

Are you or the child client currently on any medications and if so which one(s)?

Significant medical history: _____

Have you ever been in counseling before? If so, when and for how long?

If you have been in counseling before, what was your reason for discontinuing counseling? What seemed to work for you in that counseling experience and what did not work for you?

What do you hope to accomplish by coming to counseling?

Any thing else you would like me to know before we begin our work together?

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PRIVACY PROTECTION NOTICE

THIS NOTICE DESCRIBES HOW YOUR MENTAL HEALTH RECORDS MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE READ IT CAREFULLY.

This notice shall go into effect January 1, 2108 and remain so unless new notice provisions effective for all protected health information are enacted accordingly.

I. Preamble

A recent United State Supreme Court decision held that communications between psychotherapists and their clients are privileged and, therefore, are protected from forced disclosure in cases arising under federal law. There is a difference between privileged conversations and documentation in your mental health records. Records are kept documenting your care as required by law, professional standards, and other review procedures. HIPAA very clearly defines what kind of information is to be included in your "Designated Medical Record" as well as some material, known as "Psychotherapy Notes" which is not accessible to insurance companies and other third-party reviewers and in some cases, not to the client himself/herself. HIPAA provides privacy protections about your personal health information, which is called "protected health information" (PHI) which could personally identify you. **PHI consists of three (3) components: treatment, payment, and health care operations.**

Treatment refers to activities in which I provide, coordinate or manage your mental health care or other services related to your mental health care. Examples include a psychotherapy session, psychological testing, or talking to your primary care physician about your medication or overall medical condition. **Payment** is when I obtain reimbursement for your mental health care. The clearest example of this parameter is filing insurance on your behalf to help pay for some of the costs of the mental health services provided you.

Health care operations are activities related to the performance of my practice such as quality assurance. In mental health care, the best example of health care operations is when utilization review occurs, a process in which your insurance company reviews our work together to see if your care is "really medically necessary."

The **use** of your protected health information refers to activities my office conducts for filing your claims, scheduling appointments, keeping records and other tasks *within* my office related to your care.

Disclosures refer to activities you authorize which occur *outside* my office such as the sending of your protected health information to other parties (i.e., your primary care physician, the school your child attends).

II. Uses and Disclosures of Protected Health Information Requiring Authorization

The law requires authorization and consent for treatment, payment and healthcare operations. I may disclose PHI for the purposes of treatment, payment and healthcare operations with your consent. You have signed this general consent to care and authorization to conduct payment and health care operations, authorizing me to provide treatment and to conduct administrative steps associated with your care (i.e., file insurance for you). Additionally, if you ever want me to send any of your protected health information of any sort to anyone outside my office, you will always first sign a specific authorization to release information to this outside party. A copy of that authorization form is available upon the request. The requirement of your signing an

additional authorization form is an added protection to help insure your protected health information is kept strictly confidential. An example of this type of release of information might be your request that I talk to your child's schoolteacher about his/her ADHD condition and what this teacher might do to be of help to your child. Before I talk to that teacher, you will have first signed the proper authorization for me to do so. There is a third, special authorization provision potentially relevant to the privacy of your records: my psychotherapy notes. In recognition of the importance of the confidentiality of conversations between psychotherapist-client in treatment settings, HIPAA permits keeping separate "psychotherapy notes" separate from the overall "designated medical record." "Psychotherapy notes" cannot be secured by insurance companies nor can they insist upon their release for payment of services as has unfortunately occurred over the last two decades of managed mental health care. "Psychotherapy notes" are *my* notes "recorded in any medium by a mental health provider documenting and analyzing the contents of a conversation during a private, group or joint family counseling session and separated from the rest of the individual's medical record." "Psychotherapy notes" are necessarily more private and contain much more personal information about you hence, the need for increased security of the notes. "Psychotherapy notes" are not the same as your "progress notes" which provide the following information about your care each time you have an appointment at my office: medication prescriptions and monitoring, assessment/treatment start and stop times, the modalities of care, frequency of treatment furnished, results of clinical tests, and any summary of your diagnosis, functional status, treatment plan, symptoms, prognosis and progress to date.

Certain payors of care, such as Medicare and Workers Compensation, require the release of both your progress notes and my psychotherapy notes in order to pay for your care. If I am forced to submit your psychotherapy notes in addition to your progress notes for reimbursement for services rendered, you will sign an additional authorization directing me to release my psychotherapy notes. Most of the time I will be able to limit reviews of your protected health information to only your "designated record set" which include the following: all identifying paperwork you completed when you first started your care here, all billing information, a summary of our first appointment, your mental status examination, your individualized, comprehensive treatment plan, your discharge summary, progress notes, reviews of you care by managed care companies, results of psychological testing, and any authorization letters or summaries of care you have authorized me to release on your behalf. Please note that the actual test questions or raw data of psychological tests, which are protected by copyright laws and the need to protect clients from unintended, potentially harmful use, are not part of your "designated mental health record." You may, in writing, revoke all authorizations to disclose protected health information at any time. You cannot revoke an authorization for an activity already done that you instructed me to do or if the authorization was obtained as a condition for obtaining insurance and the insurer has the right to contest the claim under the policy.

III. Business Associates Disclosures

HIPAA requires that I train and monitor the conduct of those performing ancillary administrative service for my practice and refers to these people as "Business Associates." I do employ business associates to assist with my administrative matters and these business associates are indeed trained and monitored so that your privacy is ensured at all times.

IV. Uses and Disclosures Not Requiring Consent nor Authorization

By law, protected health information may be released without your consent or authorization for the following reasons:

- Child Abuse
- Suspected Sexual Abuse of a Child
- Adult and Domestic Abuse
- Health Oversight Activities (i.e., licensing board for Professional Counselors in Georgia)

- Judicial or Administrative Proceedings (i.e., if you are ordered here by the court)
- Serious Threat to Health or Safety (i.e., out “Duty to Warn” Law, national security threats)
- Workers Compensation Claims (if you seek to have your care reimbursed under Workers Compensation, all of your care is automatically subject to review by your employer and/or insurer(s).

I never release any information of any sort for marketing purposes.

V. Client’s Rights and My Duties

You have a right to the following:

- *The right to request restrictions* on certain uses and disclosures of your protected health information, which I may or may not agree to, but if I do, such restrictions shall apply unless our agreement is changed in writing;
- *The right to receive confidential communications by alternative means and at alternative locations.* For example, you may not want your bills sent to your home address so I will send them to another location of your choosing;
- *The right to inspect and receive a copy* of your protected health information in my designated mental health record set and any billing records for as long as protected health information is maintained in the records;
- *The right to amend* material in your protected health information, although I may deny an improper request and/or respond to any amendment(s) you make to your record of care;
- *The right to an accounting of non-authorized disclosures* of your protected health information;
- *The right to a paper copy* of notices/information from me, even if you have previously requested electronic transmission of notices/information; and
- *The right to revoke your authorization* of your protected health information except to the extent that action has already been taken.

For more information on how to exercise each of these aforementioned rights, please do not hesitate to ask me for further assistance on these matters. I am required by law to maintain the privacy of your protected health information and to provide you with a notice of your Privacy Rights and my duties regarding your PHI. I reserve the right to change my privacy policies and practices as needed with these current designated practices being applicable unless you receive a revision of my policies when you come for your future appointment(s). My duties as a Licensed Professional Counselor on these matters include maintaining the privacy of your protected health information, to provide you this notice of your rights and my privacy practices with respect to your PHI, and to abide by the terms of this notice unless it is changed and you are so notified. If for some reason you desire a copy of my internal policies for executing private practices, please let me know and I will get you a copy of these documents I keep on file for auditing purposes.

VI. Complaints

I am the appointed “Privacy Officer” for my practice per HIPAA regulations. If you have any concerns of any sort that my office may have compromised your privacy rights, please do not hesitate to speak to me immediately about this matter. You will always find me willing to talk to you about preserving the privacy of your protected mental health information. You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services.

CLIENT NOTIFICATION OF PRIVACY RIGHTS

The Health Insurance Portability and Accountability Act (HIPAA) has created new client protections surrounding the use of protected health information. Commonly referred to as the “medical records privacy law,” HIPAA provides client protections related to the electronic transmission of data (the transaction rules), the keeping and use of client records (“privacy rules”), and storage and access to health care records (“the security rules”). HIPAA applies to all health care providers, including mental health care, and providers and health care agencies throughout the country are now required to provide clients a notification of their privacy rights as it relates to their health care records. You may have already received similar notices such as this one from your other health care providers.

As you might expect, the HIPAA law and regulations are extremely detailed and difficult to grasp if you don’t have formal legal training. My Client Notification of Privacy Rights is my attempt to inform you of your rights in a simple yet comprehensive fashion. Please read this document as it is important you know what client protections HIPAA affords all of us. In mental health care, confidentiality and privacy are central to the success of the therapeutic relationship and as such, you will find I will do all I can to protect the privacy of your mental health records. If you have any questions about any of the matters discussed in this document, please do not hesitate to ask me for further clarification.

By law, I am required to secure your signature indicating you have received the Client Notification of Privacy Rights Document. Thank you for your thoughtful consideration of these matters.

Lynn Louise Wonders, MA, LPC
Privacy Officer

I, _____, understand and have been provided a copy of the Client Notification of Privacy Rights Document which provides a detailed description of the potential uses and disclosures of my protected health information, as well as my rights on these matters. I understand I have the right to review this document before signing this acknowledgment form.

Client Signature or Parent if Minor or Legal Charge Date
If Legal Charge, describe representative authority: _____

*Lynn Louise Wonders, MA, LPC
Marietta Counseling for Children and Adults, LLC
2440 Sandy Plains Rd. Bldg. 13, Suite 300
Marietta, GA 30066
770-971-9311*

PATIENT RECORD OF DISCLOSURES

In general, the HIPAA privacy rule gives individuals the right to request a restriction on uses and disclosures of their protected health information (PHI). The individual is also provided the right to request confidential communications or that a communication of PHI is made by alternative means, such as sending correspondence to the individual's office instead of the individual home. Please complete only the top half of this form.

I wish to be contacted in the following manner (check all that apply):

Home Phone Number: _____ **Written Communication**
 OK to leave message with detailed information OK to mail to my home address
 Leave message with name & call back number only OK to mail to my work/office address
 Do not leave messages at home number OK to fax to this number _____

Work Phone Number: _____ **Cell Phone Number** _____
 OK to leave message with detailed information OK to leave message with detailed information
 Leave message with name & call back number only Leave message with name & call back number only
 Do not call me at work Do not call me at this number.

Parent/Guardian Signature Date

The Privacy Rule generally requires healthcare providers to take reasonable steps to limit the use of disclosure of, and requests for PHI to the minimum necessary to accomplish the intended purpose. These provisions do not apply to uses or disclosures made pursuant to an authorization requested by the individual.

Healthcare entities must keep records of PHI disclosures. Information provided below, if completed properly, will constitute an adequate record.

NOTE: USES AND DISCLOSURES MAY BE PERMITTED WITHOUT PRIOR CONSENT IN AN EMERGENCY.

*Lynn Louise Wonders, LPC, RYT
Marietta Counseling for Children & Adults, LLC
2440 Sandy Plains Road, Bldg. 13, Suite 300
Marietta, GA 30066
770-971-9311
404-455-5805*

Fees for Services Agreement

Every time I schedule and appointment with Lynn Louise Wonders, LPC, RYT (Lynn Wonders), I understand that I am entering into a contract with Marietta Counseling for Children & Adults, LLC (MCCA) and for the professional time and services Lynn Wonders.. I recognize that professional services are not only provided during my appointment time but also during the 24 hours prior to and following my appointment time. I understand that these services involve preparation for my scheduled session, case review, case notes, confidential consultations with other professionals as agreed in writing by me to assist with my treatment. I understand Lynn Wonders' professional fees as outlined in our Agreement to Enter into Counseling Services for scheduled sessions. I understand I have a right to request information about reduced fee options at any time. At this time Lynn Wonders and I have agree that my fee for sessions will be \$_____ and I agree to pay this fee at the beginning of my session. I understand that MCCA does not reimburse for canceled appointments that were paid for in advance but that any such fees will be credited to your account and applied to future services provided.

I understand there is a \$30 fee for a check that is returned for insufficient funds and will provide payment in the form of money order, cashier's check or cash to include any fee for returned check.

I understand that Lynn Wonders' cancellation policy requires 24 hours advance notice in order to be released from the contract for Lynn's time and services of preparation for my session. I agree that if I fail to cancel my appointment within the 24 hour minimum time period prior to my session I will be charged a full session fee for the appointment. I hereby authorize MCCA to charge my Visa/ Master Card/ Discover/ American Express (circle one) credit card number_____ exp. date_____ cvcode _____ zip code _____ if I indeed fail to observe this cancellation policy as I understand I am paying for preparation services rendered and time contracted for when I set the appointment. I also understand if there is an emergency situation that prohibits me from canceling within 24 hours I can discuss this with Lynn directly and request a waiver of this policy but I understand that Lynn is not bound to grant that waiver and may by this contract proceed with charging my credit card as agreed herein.

Client (or parent/legal guardian of child client) Printed Name_____

Client (or parent/legal guardian of child) Signature and date_____

Therapist Lynn Louise Wonders' Signature and date_____

Marietta Counseling for Children & Adults, LLC
2440 Sandy Plains Rd. Bldg. 13, Suite 300
Marietta, GA 30066

Credit Card Policy

Marietta Counseling for Children & Adults, LLC (MCCA) does accept all major credit cards. If you wish to use a credit card rather than check or cash there is a \$3.00 administrative fee added to your session balance and charged to your account. MCCA requires all clients to provide a credit card to keep on file in case of a missed appointment. Your credit card will only be charged if you miss an appointment without canceling within the 24 hour cancellation policy time frame and the \$3.00 convenience fee will be added to the missed appointment fee.

I have had an opportunity to discuss this policy with Lynn Louise Wonders and I agree to the terms of credit card usage as explained above.

Printed Name: _____ Signature _____

Date _____

OR

I wish not use credit card services and will pay with personal check or cash. I understand there is a \$30 fee for a check that is returned for insufficient funds and will provide payment in the form of money order, cashier's check or cash to include any fee for returned check.

Printed Name

Signature

Date _____

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404-455-5805

Directions

From I-75 Northbound: Exit 267A. At first light you will turn right onto Sandy Plains Rd. Go through 5 stop lights. Pass Keswyck Commons neighborhood on the right, pass Mozelle St. and then a grave yard on your right you will look for the big Travel Leaders sign and turn right into the red brick office park. Go to the first stop sign and turn right. Building 13 is on your right.

From I-75/5-75 Southbound: Exit 267A toward Canton Hwy. At first light you will turn right onto Sandy Plains Rd. Go through 5 stop lights. Pass Keswyck Commons neighborhood on the right, pass Mozelle St. and then a grave yard on your right you will look for the big Travel Leaders sign and turn right into the red brick office park. Go to the first stop sign and turn right. Building 13 is on your right.

From Barrett Parkway/Kennesaw: Travel southeast on Barrett. It will turn into East Piedmont. As you approach Sprayberry H.S. on your right you will turn right onto Sandy Plains Road. Turn left at the break in the median onto First and then take an immediate right into the office park. Proceed through the stop sign and building 13 will be on the right.

From East Cobb: Travel East Piedmont off of Sewell Mill or 120 heading northwest until you come to Sandy Plains Rd. Turn left onto Sandy Plains Rd. and then turn left at the break in the median onto First . Take an immediate right into the office park. Proceed through the stop sign and building 13 will be on the right.

From Woodstock and Roswell: From 92 take Sandy Plains Road west to East Piedmont. Cross over East Piedmont. Turn left at the break in the median onto First. Take an immediate right into the office park. Proceed through the stop sign and building 13 will be on the right.

From West Cobb or Marietta Square: From Marietta Square make your way toward Kennestone Hospital passing Kennestone on your left and crossing over I75 on Canton Hwy. At first light you will turn right onto Sandy Plains Rd. Go through 5 stop lights. Pass Keswyck Commons Neighborhood and just past Mozelle St. and then a grave yard on your right you will look for the big Travel Leaders sign and turn right into the office park. Go to the first stop sign and turn right. Building 13 is on your right.