



## **INFORMED CONSENT/CLIENT INFORMATION DOCUMENT**

Thank you for choosing Counselive, LLC. The following is intended to give you information relevant to your therapy, rights, exceptions of confidentiality, and office policies. Please read this document carefully and ask any questions that you may have. Your signature at the end of these statements will indicate that you have read, understood, and accepted these conditions.

This document will help acquaint you with our procedures, as well as provide information about your rights and responsibilities with regard to therapy. You will also find updated information about your rights pursuant to the Health Insurance Portability and Accountability Act (HIPAA). If you have any questions about this information, please discuss them with your therapist at any time. Some of the forms you are filling out ask for similar information. This is due to the forms being for different purposes (eg insurance). We apologize for the redundancy and thank you for taking the time to fill out the forms.

### **PLEASE READ CAREFULLY**

#### **PROFESSIONAL RELATIONSHIP**

Therapy is not easily described in general statements. It varies depending on the personalities of the therapist and client, and the particular concerns you are experiencing. There are many different methods your therapist may use to deal with the concerns that you hope to address. Therapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part. It might even include other important people in your life. Therapy is most successful as you work on goals and strategies at home that you and your therapist talk about during your sessions.

Therapy can have benefits and risks. Since therapy may involve discussing unpleasant experiences of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, therapy has also been shown to have many benefits. Successful therapy can lead to more satisfaction in relationships, new possibilities for addressing specific problems, and/or reductions in feelings of distress. But there are no guarantees of what you will experience.

The first few sessions with your therapist will involve an evaluation of your needs and goals. By the end of the evaluation, you and your therapist will be able to discuss your first impressions of what your work could include and a potential plan to follow, if you decide to continue with consultation. It is important to evaluate this information along with your own opinions of whether you feel comfortable working together. Since therapy involves a

commitment of time, money, and energy, it is important to be selective about the therapist you choose to work with. If you have questions about your therapist's procedures, please discuss them with your therapist as they arise. While you and your therapist co-create possible solutions, you maintain the right to implement them, or decide against implementing any or all of them.

### **SCREENING FOR SUITABILITY FOR INTERNET THERAPY**

Your therapist at Counselive, LLC reserves the right to determine if you will be a good fit for services. This policy is for your benefit and ensures that you are getting the most appropriate care. In order to be considered a good candidate for internet therapy and be seen by a therapist at Counselive, LLC a client of Counselive, LLC will need to meet certain criteria. A client of Counselive, LLC needs to possess the intellectual ability to be able to benefit from cognitive therapy. If Counselive, LLC feels that a client is not a good fit for internet therapy with Counselive, LLC the therapist will give referrals to the client to a more appropriate service.

Internet therapy with Counselive, LLC occurs no more than one time per week. If a client, or the therapist at Counselive, LLC feels that the client needs a more intensive treatment the client will be given referrals to other treatment options in their physical location. Counselive, LLC reserves the right to determine if electronic therapy is an appropriate method of treatment for a client taking into account the client's intellectual, emotional, and physical needs. If Counselive, LLC feels that a client or potential client is not a good fit for internet therapy the client will be given referrals by the therapist to another treatment.

### **MEETINGS & PROFESSIONAL FEES**

Your therapist at Counselive, LLC offers a one-time, 20 minute, free initial consultation. In this consultation you and your therapist can decide if your therapist is the best person to provide the services you need in order to meet your goals. Should you continue with your therapist, your therapist will conduct an intake session that lasts 50 minutes at a cost of \$85. Additional time will be prorated. Following the intake session is an evaluation period that will last from 2 to 3 sessions. During this time, you and your therapist can both continue to evaluate whether your therapist is the best person to provide the services you need. Your therapist will usually suggest one 45-50 minute consultation per week at a time you agree on; although some sessions may be longer or more or less frequent (75 Minute sessions are recommended for couples). You and your therapist will work together to determine how often and for what length of time you will meet. Counselive, LLC's fee per 50 minute session is \$85. **Once an appointment hour is scheduled, you will be expected to pay for it unless you provide 24 hours advance notice of cancellation [unless you and your therapist both agree that you were unable to attend due to circumstances beyond your control]. It is important to note that insurance companies do not provide reimbursement for canceled sessions. All late cancellations/no-shows will incur a \$50 charge and will be billed directly to the client.**

## **ADDITIONAL PROFESSIONAL FEES**

In addition to weekly appointments, your therapist at Counselive, LLC charges \$20 per 10 minutes for other professional services you may need. Other services include report writing, telephone conversations lasting longer than 10 minutes, some consulting with other professionals with your permission, preparation of records or treatment summaries, and the time spent performing any other services you may request of your therapist. These services may not be covered by insurance. If you become involved in legal proceedings that require your therapist's participation, you will be expected to pay for all of your therapist's professional time, including preparation and transportation costs, even if your therapist is called to testify by another party. The rate of your therapist's professional time in these instances is \$200 per hour.

## **CONTACTING YOUR THERAPIST**

Due to the nature of your therapist's hours, your therapist is often not immediately available by phone as they are usually with a client. When your therapist is unavailable, their telephone is answered by voice mail that they monitor frequently. Your therapist will make every effort to return your call within 24-hours, with the exception of weekends and holidays. If you are difficult to reach, please include in your voicemail message some times when you will be available. If you are unable to reach your therapist and feel that you can't wait for them to return your call, contact your family physician or the nearest emergency room and ask for the psychologist/psychiatrist/social worker on call or you can contact your local emergency services at 911. If your therapist will be unavailable for an extended time, they will provide you with the name of a colleague to contact, if necessary.

## **BILLING, PAYMENTS, & INSURANCE**

If paying privately, session fees are due at time of service. Although not preferred, clients are allowed to get one session behind in payment. If clients are behind more than one session, no appointments will be scheduled until payment for previous sessions are made. The only exception to this policy is when insurance coverage is unknown or insurance claims are delayed. You will be able to check your balance in the Client Portal section of Counselive, LLC's website [www.counselive.com](http://www.counselive.com).

In order to verify your identity and county of residency, Counselive, LLC requires that clients upload a picture of a photo ID and proof of address through Counselive, LLC's secure server before beginning therapy. It is the responsibility of the client to update Counselive, LLC in the event that the client moves to a new location.

If your account is past due and arrangements for payment have not been agreed upon, Counselive, LLC has the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small claims court which will require Counselive, LLC to disclose otherwise confidential information. In most

collection situations, the only information Counselive, LLC releases regarding a client's treatment is his/her name, the nature of services provided, and the amount due.

## **INSURANCE REIMBURSEMENT & CONFIDENTIALITY**

You should be aware that your contract with your health insurance company requires that Counselive, LLC provide it with information relevant to the services that your therapist provides to you. Your therapist is required to provide a clinical diagnosis. Sometimes your therapist is required to provide additional clinical information such as treatment plans or summaries, or copies of your entire Clinical Record. In such situations, your therapist will make every effort to release only the minimum information about you that is necessary for the purpose requested. This information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, Counselive, LLC has no control over what they do with it once it is in their hands. In some cases, they may share the information with a national medical information databank. It is important to remember that you always have the right to pay for therapy services yourself to avoid the problems described above - unless prohibited by contract. Your therapist will provide you with a copy of any report they submit, if you request it. By signing this Agreement, you agree that Counselive, LLC can provide requested information to your carrier.

## **SOCIAL MEDIA POLICY**

The following outlines Counselive, LLC's policies related to use of Social Media. Please read it to understand how Counselive, LLC conducts itself on the Internet as an Online Therapy Practice; and how you can expect your therapist at Counselive, LLC to respond to various interactions that may occur between you as the client and Counselive, LLC on the Internet. If you have any questions about anything within this document Counselive, LLC encourages you to bring them up to your therapist when you meet. As new technology develops and the Internet changes, there may be times when this policy will need to be updated. Counselive, LLC's most current Social Media Policy will be listed under the Forms section of its website [www.counselive.com](http://www.counselive.com).

## **POSTING TESTIMONIALS ON BUSINESS REVIEW SITES OR ANY SOCIAL MEDIA**

You may find Counselive, LLC on sites like Yelp, Health Grades, Yahoo Local, Bing or other places that list businesses. Some of these sites include forums in which users rate their providers and add reviews. Many of these sites comb search engines for business listings and automatically add listings regardless of whether the business has added itself to the site. If you should find Counselive, LLC's listing on any of these sites, please know that our listing is NOT a request for a testimonial, rating, or endorsement from you as a client of Counselive, LLC.

Of course, you have a right to express yourself on any site you wish. But due to confidentiality, Counselive, LLC or your therapist at Counselive, LLC cannot respond to any review on any of these sites whether it is positive or

negative. We urge you to take your own privacy as seriously as we take our commitment of confidentiality to you. You should also be aware that if you are using these sites to communicate indirectly with Counselive, LLC or your therapist at Counselive, LLC about your feelings about your work together, there is a good possibility that your therapist may never see it. We encourage you to talk to your therapist if you have any concerns about your therapy, or your experience with Counselive, LLC. Counselive values your feedback about its site and is always working to make sure that yours is a positive experience. If your concern is with your therapist, Counselive hopes that you will bring your feelings and reactions to your work directly into the therapy process. This can be an important part of therapy, even if you decide that you and your therapist are not a good fit. None of Counselive LLC's Social Media Policy is meant to keep you from sharing that you are in therapy with Counselive, LLC wherever and with whomever you like. Confidentiality means that your therapist at Counselive or any representative of Counselive, LLC cannot tell people that you are a client of Counselive, LLC or jeopardize your Client Information in any way. But you are more than welcome to tell anyone you wish that you are receiving therapy at Counselive, LLC or how you feel about the treatment that has been provided to you, in any forum of your choosing.

## **FRIENDING**

Your therapist at Counselive, LLC will not accept a Friend Request from a current or former client on their personal Facebook, or any other Social Media site. Counselive, LLC believes that adding clients as Friends or Contacts on these sites can compromise your confidentiality and the respective privacy of your therapist. It may also blur the boundaries of the therapeutic relationship you have with your therapist. If you have any questions about this, please bring them up in session with your therapist.

## **FANNING**

Counselive, LLC publishes a blog on its website, has a Facebook Page and a Twitter Account to post current psychology news, and to allow people to share blog posts and practice updates with other users. There is the ability for Counselive, LLC's Fans and clients to post and share information on Counselive Social Media; such as Facebook and Twitter, however, it is not an invitation for you to do so. To protect your privacy Counselive, LLC discourages its Fans and clients from posting on Counselive Social Media. By doing so, there is a possibility that you may indicate to others that you are a client of Counselive, LLC. Additionally, just because someone posts to Counselive, LLC Social Media or is a Fan or Follows Counselive does not mean that they are a client of Counselive, LLC.

Counselive, LLC recommends that clients do not leave testimonials on any social media or website regarding Counselive. If you want to recommend Counselive, LLC the nicest thing you can do would be to refer someone that you feel would be a good fit.

Counselive, LLC cares about the privacy of its Fans and clients and as such Counselive, LLC reserves the right to use its editorial judgment to delete information that may be posted on Counselive Social Media to protect your privacy.

## **MARKETING**

The marketing of Counselive, LLC is the SOLE responsibility of Counselive, LLC. Counselive, LLC does not expect its Fans and clients to market Counselive, LLC on the Internet.

## **FOLLOWING**

Counselive, LLC publishes a blog on its website, has a Facebook Page and a Twitter Account to post current psychology news, and to allow people to share blog posts and practice updates with other users. Counselive, LLC has no expectation that you as a client will want to follow its blog, Facebook Page or Twitter Stream. Counselive, LLC's therapists will never follow a current or former client on any Social Media. Counselive, LLC's primary concern is your privacy. Counselive's reasoning for not allowing our therapists to follow a client on Social Media is our belief that casual viewing of client's online content outside of the therapy hour can create confusion in regard to whether it is being done as part of your treatment or to satisfy the therapists personal curiosity. In addition, viewing your online activities in lieu of an explicit arrangement towards a specific purpose could potentially have a negative influence on your working relationship with your therapist. If there are things from your online life that you wish to share with your therapist, please bring them into session with your therapist where you can view and explore them together, during the therapy hour.

## **INTERACTING**

Please do not use SMS (mobile phone text messaging) or messaging on Social Networking Sites such as Twitter or Facebook to contact Counselive, LLC or your therapist at Counselive, LLC. These sites are not secure and your therapist or a representative of Counselive, LLC may not read these messages in a timely fashion. Do not use Wall Posting, @ Replies, or other means of engaging with your Counselive therapist in public online if you have an already established client/therapist relationship. Engaging with your therapist in this way could compromise your confidentiality. It may also create the possibility that these exchanges become a part of your legal medical record and will need to be documented and archived in your chart. If you need to contact your therapist between sessions the best way to do so is by phone or through secure email in your Client Portal.

## **USE OF SEARCH ENGINES**

It is NOT a regular part of Counselive, LLC's practice to search for clients on Google or Facebook or other search engines. Extremely rare exceptions may be made during times of crisis. If your therapist has a reason to suspect that

you are in danger and have not been in touch with your therapist via your usual means (online video session, phone or email) there might be an instance in which using a search engine (to find you, find someone close to you, or to check on your recent status updates) becomes necessary as part of ensuring your welfare. These are unusual situations and if your therapist ever resorts to such means will fully document it and discuss it with you when you next meet.

## **EMAIL**

Counselive, LLC has an email address, [counselor@counselive.com](mailto:counselor@counselive.com), and you can send your therapist secure emails through your Client Portal. You may send a secure email to your therapist with content related to your therapy sessions, however please be aware that your therapist may not be able to get back to you before your scheduled therapy session. Email is not a substitute for online video sessions. No therapy will be done via email. If you have an emergency and you are unable to reach your therapist and feel that you can't wait for them to return your call or email, contact your family physician or the nearest emergency room and ask for the psychologist/psychiatrist/social worker on call or you can contact your local emergency services at 911. If your therapist will be unavailable for an extended time, they will provide you with the name of a colleague to contact, if necessary.

## **SECURE SPACE**

Counselive, LLC recommends that clients use a secure space, ie. not a coffee shop or other non private space, to interact with Counselive, LLC. When participating in your live video therapy session with your therapist please make sure that you are somewhere that your session can be confidential. It is your responsibility to make sure that you are in a secure space.

## **FAILURE OF TECHNOLOGY**

If there is an unexpected interruption in technology that causes your online video session to fail, Counselive's therapist will call you at the primary number you provided. Your session may be rescheduled at your request. Remaining session time will be prorated. Phone session time will be billed at the same rate as online video session. Insurance companies generally will not reimburse for phone sessions.

## **CONFIDENTIALITY & LIABILITY AGREEMENT**

**Information about clients and their families is confidential with exception to the following:**

- 1) Authorization by the client and/or family (valid authorization form).
- 2) Therapist's duty to warn another in the case of potential suicide, homicide or threat of imminent, serious harm to another individual.

- 3) Therapist's duty to report suspicion of abuse or neglect of children or vulnerable adults.
- 4) Therapist's duty to report prenatal exposure to cocaine, heroin, phencyclidine, methamphetamine, and amphetamine or their derivatives.
- 5) Therapist's duty to report the misconduct of mental health or health care professionals.
- 6) Therapist's duty to provide a spouse or parent of a deceased client access to their child or spouse's records.
- 7) Therapist's duty to provide parents of minor children access to their child's records. Minor clients can request, in writing, that particular information not be disclosed to parents. Such a request should be discussed with the therapist.
- 8) Therapist's duty to release records if subpoenaed by the courts.
- 9) Therapist's obligations to contracts (e.g. to employer of client, to an insurance carrier or health plan).

Your therapist at Counselive undertakes an extensive consultation process to ensure clients are receiving the highest level of care. Names of consultation members are available upon request and include supervisors and clinical members. The purpose of this consultation is to obtain additional insight, further therapeutic skills, and insure the highest possible service to our clients. Every effort will be made to provide only those details necessary to gain feedback and maintain all confidentiality.

## **NOTICE FORM**

### **Notice from Counselive, LLC.**

### **Policies and Practices to Protect the Privacy of Your Health Information**

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

#### **I. Uses and Disclosures for Treatment, Payment, and Health Care Operations**

Counselive, LLC may *use* or *disclose* your *protected health information (PHI)*, for *treatment, payment, and health care operations* purposes with your *consent*. To help clarify these terms, here are some definitions:

- “*PHI*” refers to information in your health record that could identify you.
- “*Treatment, Payment, and Health Care Operations*”
  - *Treatment* is when Counselive, LLC provides, coordinates or manages your health care and other services related to your health care. An example of treatment would be when your therapist consults with another health care provider, such as your family physician or a psychologist.
  - *Payment* is when Counselive, LLC obtains reimbursement for your healthcare. Examples of payment are when your therapist discloses your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage.
  - *Health Care Operations* are activities that relate to the performance and operation of Counselive, LLC. Examples of health care operations are quality assessment and improvement activities, business-related matters, such as audits and administrative services, and case management and care coordination.
- “*Use*” applies only to activities within Counselive, LLC, such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.



- “*Disclosure*” applies to activities outside of Counselive, LLC, such as releasing, transferring, or providing access to information about you to other parties.

## II. Uses and Disclosures Requiring Authorization

Counselive, LLC may use or disclose PHI for purposes outside of treatment, payment, or health care operations when your appropriate authorization is obtained. An “*authorization*” is written permission above and beyond the general consent that permits only specific disclosures. In those instances when Counselive, LLC is asked for information for purposes outside of treatment, payment or health care operations, your therapist will obtain an authorization from you before releasing this information. Your therapist will also need to obtain an authorization before releasing your psychotherapy notes. “*Psychotherapy notes*” are notes your therapist has made about your conversations during a private, group, joint, or family counseling session, which they have kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorizations (of PHI or psychotherapy notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) Your therapist has relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, and the law provides the insurer the right to contest the claim under the policy.

## III. Uses and Disclosures with Neither Consent nor Authorization

Counselive, LLC may use or disclose PHI without your consent or authorization in the following circumstances:

- **Child Abuse:** If your therapist knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, the therapist must immediately report the information to the local welfare agency, police or sheriff’s department.
- **Adult and Domestic Abuse:** If your therapist has reason to believe that a vulnerable adult is being or has been maltreated, or your therapist has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained, your therapist must immediately report the information to the appropriate agency in the county you currently reside. Your therapist may also report the information to a law enforcement agency.

“*Vulnerable adult*” means a person who, regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:

- (i) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
- (ii) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.

- **Health Oversight Activities:** Any State Board of Marriage and Family Therapy in a state in which your therapist is licensed may subpoena records from the therapist if they are relevant to an investigation it is conducting.
- **Judicial and Administrative Proceedings:** If you are involved in a court proceeding and a request is made for information about the professional services that Counselive, LLC has provided you and/or the records thereof, such information is privileged under state law and Counselive, LLC must not release this information without written authorization from you or your legally appointed representative, or a court order. This privilege does not apply when you are being evaluated for a third party or where the evaluation is court-ordered. Your therapist, or a representative of Counselive, LLC will inform you in advance if this is the case.

- **Serious Threat to Health or Safety:** If you communicate a specific, serious threat of physical violence against a specific, clearly identified or identifiable potential victim, your therapist must make reasonable efforts to communicate this threat to the potential victim or to a law enforcement agency. Your therapist must also do so if a member of your family or someone who knows you well has reason to believe you are capable of and will carry out the threat. Counselive, LLC also may disclose information about you necessary to protect you from a threat to commit suicide.
- **Worker's Compensation:** If you file a worker's compensation claim, a release of information from Counselive, LLC to your employer, insurer, the Department of Labor and Industry or you will not need your prior approval.

#### **IV. Patient's Rights and Clinician's Duties**

##### Patient's Rights:

- *Right to Request Restrictions* – You have the right to request restrictions on certain uses and disclosures of protected health information. However, Counselive, LLC is not required to agree to a restriction you request.
- *Right to Receive Confidential Communications by Alternative Means and at Alternative Locations* – You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. (For example, you may not want a family member to know that you are seeing your therapist. On your request, Counselive, LLC will send your bills to another address.) This request must be in writing.
- *Right to Inspect and Copy* – You have the right to inspect or obtain a copy (or both) of PHI (and psychotherapy notes) in Counselive, LLC's mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. Counselive, LLC may deny your access to PHI under certain circumstances, but in some cases, you may have this decision reviewed. On your request, Counselive, LLC will discuss with you the details of the request and denial process.
- *Right to Amend* – You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. Counselive, LLC may deny your request. On your request, Counselive, LLC will discuss with you the details of the amendment process.
- *Right to an Accounting* – You generally have the right to receive an accounting of disclosures of PHI for which you have neither provided consent nor authorization (as described in Section III of this Notice). On your request, Counselive, LLC will discuss with you the details of the accounting process.
- *Right to a Paper Copy* – You have the right to obtain a paper copy of the notice from Counselive, LLC upon request, even if you have agreed to receive the notice electronically.

##### Clinician's Duties:

- Counselive, LLC is required by law to maintain the privacy of PHI and to provide you with a notice of our legal duties and privacy practices with respect to PHI.
- Counselive, LLC reserves the right to change the privacy policies and practices described in this notice. Unless we notify you of such changes, however, we are required to abide by the terms currently in effect.

- If Counselive, LLC revises its policies and procedures, it will have an updated copy available on its webpage [www.counselive.com](http://www.counselive.com) under Forms.

## V. Questions and Complaints

If you have questions about this notice, disagree with a decision Counselive, LLC makes about access to your records, or have other concerns about your privacy rights please contact your therapist. Additionally, if you believe that your privacy rights have been violated and wish to file a complaint with Counselive, you may send your written complaint to: **Allison Benz Rossan, MA, LMFT at [counselor@counselive.com](mailto:counselor@counselive.com)**.

You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. The person listed above can provide you with the appropriate address upon request.

You have specific rights under the Privacy Rule. Your therapist, or any representative of Counselive, LLC will not retaliate against you for exercising your right to file a complaint.

## VI. Effective Date, Restrictions and Changes to Privacy Policy

This notice will go into effect on 5/1/14

Counselive, LLC reserves the right to change the terms of this notice and to make the new notice provisions effective for all PHI that it maintains. Counselive, LLC will provide you with the most current notice on its website under Forms at [www.counselive.com](http://www.counselive.com).

## CONCERNS

Counselive urges you to discuss with your therapist any questions or concerns you may have with the therapy you receive. If you are not satisfied with the results of that discussion, and additional measures are necessary, a formal concern or complaint may be made in writing to Counselive's Privacy Officer **Allison Benz Rossan, MA, LMFT at [counselor@counselive.com](mailto:counselor@counselive.com)**. Please see the Complaint Form in the Forms Section of your Client Portal.

If you feel that Counselive has not satisfactorily addressed your issues you can contact the Board of Marriage and Family Therapy, which oversees licensing, and they will review the services your therapist has provided.

### State of Minnesota

Board of Marriage and Family Therapy

2829 University Ave SE Suite 400

Minneapolis, MN 55414

612-617-2220

[mft.board@state.mn.us](mailto:mft.board@state.mn.us)

**Commonwealth of Pennsylvania**

Department of State Bureau of Professional and Occupational Affairs

PO Box 2649

Harrisburg, PA 17105

717-787-8503

**State of Michigan**

Department of Licensing and Regulatory Affairs

Board of Marriage and Family Therapy

PO Box 30004

Lansing, Mi 48909

517-373-1820

**YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS AND ALSO SERVES AS AN ACKNOWLEDGEMENT THAT YOU HAVE RECEIVED THE HIPAA NOTICE FORM DESCRIBED ABOVE.**

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Signature or Parent/Guardian for minor

\_\_\_\_\_  
Date