



Mariah Jennifer Tailleir, PLLC, LPC
Keller Child & Family Therapy

This document contains important information about my services and business policies. Please read it carefully. If you have any questions please ask. When you sign this document, it will represent an agreement between us.

THERAPEUTIC SERVICES:

Psychotherapy is not easily described and varies depending on the personalities of the therapist and client. Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have benefits for people who go through it. Therapy often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. There are no guarantees of what you will experience but I would encourage you to discuss these experiences with me during the therapeutic process.

MEETINGS:

I schedule 60-minute sessions at a time we agree on. Once an appointment is scheduled, you will be expected to pay for it unless you provide 24 hours advance notice or if you were unable to attend due to circumstances beyond your control. If it is possible I will try to find another time to reschedule the appointment.

PROFESSIONAL FEES:

Professional fee is \$120.00 a session. In addition I charge for other professional services you may need such as; report writing, telephone conversations lasting longer than 10 minutes, attendance at meetings with other professionals you have authorized, preparation of records or treatment summaries, and the time spent performing any other service you may request. If you become involved in legal proceedings that require participation, you will be expected to pay for the professional time even if a therapist is



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called to testify by another party. Because of the difficulty of legal involvement, I will charge \$1500.00 retainer fee for preparation and attendance at any legal proceeding.

BILLING AND PAYMENTS

You will be expected to pay for each session at the time it is held.

INSURANCE REIMBURSEMENT

I am an approved out of network provider. I will provide a medical receipt for you to give to your insurance company. An out of network provider is one which has not contracted with your insurance company for reimbursement at a negotiated rate. Some health plans, like HMOs, do not reimburse out of network providers at all, which means that as the client, you would be responsible for the full amount. Other health plans offer coverage for out of network providers. Please check with your insurance company about the out of network plan.

I am available by phone or e-mail but will not respond while in a session with a client and will make every effort to return your call within an hour that you called. If you are unable to reach the therapist and feel that you can't wait for a return call, contact your family physician, nearest emergency room and ask for the psychologist / psychiatrist on call, or dial 9-1-1.

PROFESSIONAL RECORDS

The laws and standards of my profession require that I keep treatment records in a safe and secure place. The standards of practice is to keep records 5 years after your last visit. You are entitled to review your records, or I can prepare a summary for you instead. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. If you wish to see your records, I recommend that you review them in my presence so that we can discuss the contents. Client's will be charged an appropriate fee for any professional time spent in responding to information requests.



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MINORS

If you are under eighteen years of age, please be aware that the law may provide your parents the right to examine your treatment records. It is Keller Child & Family Therapy policy to request an agreement from parents that they agree to give up access to your records. If they agree, your therapist from Keller Child & Family Therapy will provide them only with general information, unless there is a high risk that you will seriously harm yourself or someone else. In this case, the therapist will notify parents of their concern. Keller Child & Family Therapy will provide parents with a summary of your treatment when it is complete. Before giving them any information, your therapist will discuss the matter with you, if possible, and will do their best to handle any objections you may have.

LIMITS TO CONFIDENTIALITY

There are some situations in which your therapist may be legally obligated to take action to protect the client or others from harm. By law the therapist has to reveal what was disclosed in session to proper authority. In most legal proceedings, your therapist cannot provide information about you without your written consent however, in some circumstances for example, child custody and those in which your emotional condition is an important issue, a judge may order the therapists testimony if he/she determines that the issues demand it.

Professional Disclosure Statement & Informed Consent

PLEASE INITIAL EACH ITEM:

_____ I understand that my therapist, Mariah J. Tailleir is a Licensed Professional Counselor (LPC) in the state of Texas.

_____ I understand that Keller Child & Family Therapy does not provide 24-hour crisis counseling. Should I experience an emergency necessitating immediate mental health attention, I will immediately call 9-1-1 or go to an emergency room for assistance.



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_____ I understand that during the time that we work together, we will meet weekly for approximately 50 minutes. While our sessions may be very intimate psychologically, ours is a professional relationship rather than a social one.

_____ I also understand our contact will be limited to counseling sessions except, only in case of emergency, you may call Mariah J. Tailleir, M.Ed., LPC at 817.243.8777

_____ I understand that, at any time, I may initiate a discussion of possible positive or negative effects of entering into the counseling relationship and that specific results are not guaranteed although benefits are expected from counseling.

_____ I understand that counseling can improve as well as upset the equilibrium in any person or family. Counseling is a personal exploration and may lead to changes in my life perspectives and decisions. These changes could be temporarily distressing.

_____ I understand that I am in control of the counseling relationship and may choose at any time to end our therapeutic relationship. If at any time I am dissatisfied with Ms. Mariah J. Tailleir, M.Ed., LPC's services as a therapist, I have a right to let her know. If I do not feel that Ms. Mariah J. Tailleir, M.Ed., LPC may resolve my complaint, I may file a formal complaint through contact with the Texas Board of Examiners of Licensed Professional Counselors at 1-800-942-5540

_____ I understand that our paths may cross in social situations but that our therapeutic relationship comes first, along with protection of my confidentiality, and that any therapist from Keller Counseling and Family Therapy does not initiate the greetings.

_____ Should I believe that a referral is needed, Keller Child & Family Therapy will provide some alternatives including programs and/or people who may be able to assist me.

_____ I understand that the rate for individual counseling sessions is \$120.00 for a 60-minute session.

_____ I understand that the rate for couples and family counseling is \$120.00 for a 60-minute session.

_____ I understand that the rate for play therapy is \$120.00 for a 60-minute session.

_____ I understand that all fees for counseling are due after each session.

_____ I understand that the rate for all subsequent therapy services such as: attending parent/teacher conferences, attending ARD meetings, conducting classroom observations, participating in legal depositions, interactions with insurance companies, phone calls over 5 minutes, etc. will be billed at \$120.00 per hour in 10-minute increments.



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_____ I understand that conducting expert witness and testimonial services is not an area of interest of Keller Child & Family Therapy, and should I subpoena a therapist from Keller Child & Family Therapy as a factual case witness or involve him/her in any court-related processes, Keller Child & Family Therapy charges a retainer fee of \$1,500.00, with an additional \$240.00 every hour he/she is involved in legal depositions, case preparation, travel, and witness time.

_____ I understand that if I do issue Ms. Mariah J. Tailleir, M.Ed., with out approval (see above) that the subpoena will be directly turned over to his/her attorney and a bill will be rendered to me for immediate retainer fee payment.

_____ I understand that if a check is returned, a processing fee of \$25.00 will be assessed to my account. Additionally, I will need to make a cash or money order payment for the returned check and \$25.00 processing fee. After a returned check, Keller Child & Therapy may require cash payment of future appointments.

_____ I understand that if a returned check is not cleared up in 30 days, Keller Child & Family Therapy will file a suit with the Tarrant County District Attorney's Office.

_____ I understand that I am responsible for any appointments that are not canceled at least 24 hours prior to my appointment time, with the EXCEPTION OF AN EMERGENCY.

_____ I understand that if I do not cancel my appointment 24 hours ahead of time, the fee for calling to cancel on the day of my appointment is \$60.00.

_____ I understand that if I do not show up for an appointment it will result in my being charged \$120.00 for full for the full missed session.

_____ I understand that my records and all of our communications become part of the clinical record. Keller Child & Family Therapy considers retaining full records until 10 years after the last date of service delivery for adults and 10 years after a minor reaches the age of majority.

_____ I understand that while most of our communication is confidential there are, however, circumstances when disclosure can occur without my prior consent. The following are typical, but not exhaustive, examples of situations and circumstances under which information may be disclosed without prior consent:

- You are a danger to yourself or someone else.
- In situations of suspected child, spouse, or elder abuse, it is the duty of the mental health provider to notify medical, legal, or other authorities.
- You disclose sexual contact with another mental health professional.



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- If you are involved in legal action/proceedings, your records may be subject to subpoena or lawful directive from a court.
- Ms. Mariah J. Tailleir, M.Ed., LPC is ordered by a court to disclose information.
Ms. Mariah J. Tailleir, M.Ed., LPC is otherwise required by law to disclose information.

MENTAL STATUS INFORMATION

Have you (identified client) ever attempted suicide or harmed yourself in any way?

- Yes No

Are you (identified client) currently thinking about suicide or harming yourself in any way?

- Yes No

Have you (identified client) had any thoughts, even once, in the past, including the past few days or weeks, of suicide or harming yourself in any way?

- Yes No

Are you (identified client) having any thoughts about harming anyone else in any way?

- Yes No

STATEMENT OF UNDERSTANDING

I have read the above and understand the nature of service providers and the Limits of Confidentiality outlined above and I solemnly swear that all of the above information is true to the best of my knowledge

Client Signature/Parent Date

AGREEMENT FOR THERAPY

I, _____

- Agree to receive therapeutic services provided by Keller Counseling and Family Therapy.
- I have read, understood, and signed the informed consent related to therapy and I understand the risks and benefits of receiving these services and the risks and benefits of not receiving these services, for both myself and my family.
- Furthermore, I understand that I am expected to be an active participant in this process.
- I acknowledge that I have received and understand the Notice of Privacy Practices for this office.
- My signature below means that I understand and agree with all of the points above.



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Client Signature/Parent

Date

HEALTH PROVIDER'S STATEMENT

I have inquired to insure that the patient understood the above description of the limits on confidentiality.

Health Provider's Signature

Date

HIPPA Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully. This notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that is related to your past, present, or future physical or mental health or condition and related health care services.

Uses and Disclosures of Protected Health Information

Your protected health information may be used and disclosed by your therapist and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your health care bills, to support the operation of the therapist's practice as necessary, and any other use required by law.

Treatment: We will use and disclose your protected health information as necessary to provide, coordinate, or manage your health care and any related services. This includes the coordination of management of your health care with a third party. For example, we would disclose your protected health information, as necessary, to a home health agency that provides care to you; or your protected health information may be provided to a physician to whom you have referred to insure that the physician has the necessary information to diagnose or treat you.

Payment: Your protected health information will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a hospital stay or a higher level of treatment may require that your relevant protected health information be disclosed to the health plan to obtain approval for admission.

Healthcare Operations: We may use or disclose, as needed, your protected health information to support the business activities of your therapist's practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of therapists associated with this practice, licensing, marketing and fund raising activities, and conducting or arranging for other business activities. For example, we may call you by name in the waiting room when the therapist is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment. We may use or disclose your protected health information in the following situations without your authorization:



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communicable diseases, abuse or neglect, food and drug administration requirements, legal proceedings, law enforcement, coroners, and if you present a threat to yourself or to others. Other Permitted and Required Uses and Disclosures will be made only with your consent, authorization and opportunity to object unless required by law. You may revoke this authorization at any time, in writing, except to the extent that your therapist or the therapist's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

I acknowledge that I have received and understood the HIPPA Notice of Privacy Practices for this office:

Client signature (parent or guardian if minor patient) Date

Consent for Use and Disclosure of Health Information:

I hereby permit and release Keller Counseling and Family Therapy to release and furnish all medical and financial data related to my care that may be necessary now or in the future for purposes of treatment, payment, or healthcare operations to assist with, aid in, or facilitate the collection of data for purposes of utilization review, quality assurance, or medical outcomes evaluation purposes. Such information may be released to HMOs, PPOs, managed care organizations, IPAs, or other governmental or third party payor, or any organization contracting with any of the above entities to perform such functions.

Client signature (parent or guardian if minor patient) Date

You have the right to request restrictions of uses and disclosures of your health information; however, this office is not required to agree to a requested restriction. You have the right to revoke this consent in writing, except to the extent that this office has previously taken action in reliance on this consent. Your treatment by this office is conditional on your signing this consent



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Client Information Form

Today's Date _____

Home Phone _____

Cell Phone _____

Work Phone _____

Client's Name _____

Address _____ City _____ State _____ Zip _____

E-mail _____

Age _____ Date of Birth _____ School _____

Male Female Single Married Divorced Widowed

Where would you like me to leave you messages?

Home Work Cell E-mail None

If there is an emergency at the office and we must cancel your appointment, where should we

call? Home Work Cell E-mail None

Employer-Self _____ Occupation _____

Employer-Spouse _____ Occupation _____

Why are you seeking counseling?

Are you currently in counseling elsewhere? Yes No *If yes, do not complete this form*



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How were you referred to my office? If internet, please list the directory you used to locate my ad. _____

WHO IS FINANCIALLY RESPONSIBLE FOR THIS ACCOUNT PARENT INFORMATION

Name _____ Relationship to Client _____

Address _____ City _____ State _____ Zip _____

E-mail _____

Age _____ Date of Birth _____ Soc Sec No. _____

Work Phone _____ Home Phone _____ Cell Phone _____

CLIENT INFORMATION

ABOUT YOUR HEALTH

Who is your doctor? _____ When was the last visit? _____

Any concerns shared by the doctor?

Describe any allergies you have

Do you have any chronic medical concerns? _____ Please list _____

Do you have a Mental Health diagnosis? If so, which one

Are you under the care of a Psychiatrist? If so, whom _____

Have you been prescribed any psychotropic drugs by your Psychiatrist? Yes No

List all medications or drugs (legal or illegal) you have taken in the last year

List all diseases, illnesses, important accidents and injuries, periods of loss of consciousness, convulsions/seizures, and any other medical condition you have had.



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