

Monarch Counseling, LLC
Condensed Version of Privacy Rights, Limits of Confidentiality,
Financial Responsibility, and After-Hours Information

Limits of Confidentiality

The contents of a counseling session are considered to be confidential. Both verbal and written records about a client cannot be shared with another party outside this office without the written consent of the client or client's legal guardian. It is the policy of this business not to release any information about a client without a signed release of information. *Exceptions are:* duty to warn and protect (suicidal or homicidal plans), abuse of children and vulnerable adults, prenatal exposure to controlled substances, event of a client's death, professional misconduct, court orders, minor guardianship, insurance companies, joint sessions.

Financial Responsibility and Fee Agreement

I hereby assign payment of authorized benefits, to which I am entitled, to be made to Monarch Counseling for services performed. I authorize any holder of medical information about me to release any information to determine these benefits payable for related services. This assignment will remain in effect until revoked by me in writing. A photocopy of this assignment is to be considered as valid as an original.

Michelle Nichols, LMSW may be an out of network provider with your insurance company. This process may require you to contact your insurance company to negotiate compensation. *Monarch Counseling does not negotiate with insurance companies.* Deductibles and copays are expected at time of service in the form of cash, check, or credit card.

You are responsible for keeping your appointments and for the fees associated with these appointments. Monarch Counseling's policy is that you give 24 hour notice if you need to cancel your appointment. You may be charged for no shows or late cancellations. This fee is expected prior to any future appointments. Emergency situations occur, including inclement weather, and these will be evaluated. If repeated cancellations occur, your therapist reserves the right to suspend appointments until your schedule permits more consistency.

Privacy Rights

You have the right to the following regarding your records: inspect and copy (fee charged), amend (may be denied for professional reasons, with written explanation), list of disclosures, request restrictions on use or disclosure of information, request confidential communications.

After Hours and Emergency Information

Life and Death: call 911, or go to the nearest hospital emergency room
Crisis Intervention: Community Mental Health: 517-346-8460 812 East Jolly Road Lansing, Michigan
Pinerest Psychiatric Hospital: 1-866-852-4001
Listening Ear: 24/7 help line 517-337-1717
Emergency Phone for current clients only: 517-980-5980, there may be a charge

Signature _____ Date _____

Therapist _____ Date _____