

## Client Information and Policy Statement

### Credentials

Therapy services will be provided by Adrienne Tietz. I have a master's degree in clinical social work from UMKC, and I am a Licensed Specialist Clinical Social Worker in KS and a Licensed Clinical Social Worker in MO. I am not a psychiatrist and do not prescribe medications.

### Confidentiality

It is my desire to protect your rights for confidentiality as defined by law. Your records are being kept, handled, and monitored in the most professional way. No information from your records will be released to anyone without your prior consent. However, there are certain situations in which I may be required by law to release certain information without your consent. These situations may include: suspected child or elder abuse or neglect, duty to warn of homicidal intent, civil detention proceedings to prevent suicide, or when subpoenaed by a court of law. Additionally, on occasion I may consult with other mental health professionals regarding your case. In consultation, all identifying information (such as names, etc.) is withheld. Please feel free to discuss questions/issues of confidentiality with me. Please be aware that therapy notes in situations of high conflict divorces will be released to the court directly only when there is a subpoena from the judge (not the parents' lawyers).

### Scheduling/cancelling of appointments

I will make every effort to work with you on scheduling at times that work for you. Evening hours are in highest demand for scheduling, so occasionally evening hours are not available. Sessions typically last 50 minutes. 24 hours advance notice is required if you are unable to meet your scheduled appointment. If less than 24 hours notice is given, you will be charged \$25 for the cancelled session. If there's a pattern of missed/cancelled sessions, your session day/time may be offered to someone else.

### Length and frequency of therapy and termination

Counseling can range from a few sessions to many months. Length and frequency are often discussed collaboratively. Clients can terminate therapy at any time.

### Benefits and Risks

There are benefits and risks to therapy. Benefits may include the ability to great emotional health/wholeness and increased skills or insight regarding relationship, gaining greater self-awareness and confidence, and gaining professional support in a safe/therapeutic context. However, there are many other extenuating factors impacting emotional health, such as relationships, personal decisions, factors with work/careers or health, etc. etc. Additionally, therapy can sometimes be challenging and uncomfortable and can result in feelings of anxiety, anger, depression, or frustration. Clients are encouraged to discuss with the therapist any concerns they may experience at any time.

### Fees for Counseling Session

The initial intake session is \$120. Typically, this session will go a full 60 min. All subsequent appointments for children, teens, or adults are \$90 and typically last 50 min. If you have concerns

about my fees, please bring up your concerns prior to our first session. Counseling fees (full fee, deductible or copays) are due at the time of the appointment. I accept cash, check, or credit cards. I also accept some insurances, so please check with me regarding if I am able to accept your insurance. Checks may be made out to my LLC, Akivah Counseling. In the event a check is returned for insufficient funds, the client will be charged a return check fee of \$25.

Fees for Court

If required to testify in court, the fee for any part of the first hour is \$200 and \$100 for any additional hours whether I testify or not. Deposition fees/court document preparation is billed at \$150 an hour. The attorney issuing the subpoena will be responsible for payment of services in advance. Checks can be made out to Akivah Counseling, LLC. If the court date is cancelled/moved, I need to be notified at least 1 day in advance or the attorney issuing the subpoena will be charged the initial fee of \$200.

Other Fees

Out of session professional services providing consultation in person or by phone to family members, client, or other professionals (i.e. schools, doctors, attorneys, etc) will be billed at a rate of \$90 an hour prorated to the nearest 15 min. Situations that require high volume of reading/responding to emails, etc. will also be billed at prorated amount.

Written reports

Any written reports requested by family court or other parties will be billed for preparation time at \$90 an hour prorated to the nearest half hour.

How to reach me

Texting is best. You can contact me at (816) 695 9569. Unless it is an emergency situation, texting or calling should remain within normal business hours, and texts and phone calls will be returned during normal business hours (M-F 9am-5pm). You can also contact me at [atietz@lifelinecounselingcenter.org](mailto:atietz@lifelinecounselingcenter.org).

Children

Please do not leave children unattended in the waiting area.

Privacy Notice

Please read the Privacy Notice which is now mandated by federal law and the Health Insurance Portability and Accountability Act (HIPAA). The notice explains HIPAA and its application to your personal health information and is located on our website.

I have read the above policies/procedures, and I give my voluntary and informed consent for counseling with Adrienne Tietz, LSCSW/Akivah Counseling, LLC with my child \_\_\_\_\_, DOB \_\_\_\_\_.

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

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

Therapist Signature \_\_\_\_\_ Date \_\_\_\_\_