

Charlandra Consulting and Counseling
Anna Flores Locke, MA, LPC
172 Broadway, Woodcliff Lake, NJ

Informed Consent

Thank you for choosing *Charlandra Consulting and Counseling Services* as your behavioral healthcare service provider. Today's appointment will take approximately 45 – 50 minutes. This document is intended to inform you of our policies, state and federal laws and your rights. If you have other questions or concerns, please ask and we will try our best to give you all the information you need.

Counselor Information:

Anna Flores Locke, MA, LPC

- Montclair State University: Doctoral Candidate in Counselor Education
- Northwestern University: Master's in Counseling Psychology
- Licensed as a Professional Counselor in the State of New Jersey and Illinois
- Treatment Approach: Multicultural, Strength-based, Solution and Wellness focused
- Philosophy: Multicultural, Social-Justice, and Holistic orientation

Confidentiality:

As described in the Notice of Privacy Practices form, all verbal communication, clinical records, and/or psychotherapy notes are held in confidentiality. All records and notes will be kept in a locked file cabinet in a locked room. All electronic files will be kept on a password protected and encrypted computer and/or flash drive. Exceptions, as described in the Limits of Confidentiality form, include: a.) diagnosis and dates of service shared with the client's insurance company (if billing insurance) to collect payments, b.) mandated reporting of physical or sexual abuse of children, c.) threats of suicide or homicide, d.) cases where the clients signs a release of information, e.) information necessary for supervision or consultation, and f.) information released as outlined in the HIPAA Notice of Privacy Practice and those required by law.

Social Media Policy: Counselors will communicate via email with clients only with the clients' permission. Counselors will not engage in text messaging or online messaging or connecting via social media forums (such as Facebook). When needed, online video conferencing and telephone conversations are permitted, given that the privacy and confidentiality of the client is secured.

Telephone Usage Policy: At times, counselors may be permitted to answer incoming personal and business phone calls while in session. Calls may not last more than 5 minutes and the client will be given the additional 5 minutes at the end of the session, as to not decrease the allotted counseling time for the session.

Purpose of treatment:

- To help alleviate symptomology and increase positive well-being.
- Coordination of treatment with your physician and/or psychiatrist will occur as needed. Refer to Consent to Release Information form for more information.
- In the case of a psychiatric emergency, call 911 and/or go to the nearest emergency room.

Financial obligations:

- This practice will bill third party payors on your behalf, when requested.
- This practice will collect co-payments or full fee at time of service.
- This practice asks you to authorize payment of medical benefits from your health insurance company directly to Anna Flores Locke of Charlandra Consulting and Counseling Services.
- This practice will charge a late cancellation (not within 24 hours) fee or missed appointment fee of **\$50**.
- Standard fee for first intake or consultation session: **\$175 per 60 minutes**
- Standard fee for subsequent counseling sessions: **\$125 per 45 minutes**
- Report preparation: **\$40 minimum**. No reports will be prepared on your behalf if an overdue balance remains.

Right to participate in and refuse treatment:

- You have the right to participate in treatment in the way that feels most comfortable to you.
- You have the right to refuse treatment at anytime, which can be communicated verbally and/or in writing.

How to contact the New Jersey state licensure board should you wish to complain:

- Talk to Anna Flores Locke, MA, LPC of Charlandra Consulting and Counseling Services regarding your concerns. No retaliation will take place.
- Call the New Jersey Department of Consumer Affairs at 973-504-6200.

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201-746-0264

Informed Consent
Confirmation of Receipt of Form

By signing this form, you confirm that you received a copy of the informed consent.

Client Signature

Today's Date

(Client's Parent/Guardian if under 18)

Today's Date