

Inner Peace Pastoral Counseling, PLLC

INFORMED CONSENT AND AGREEMENT

THE THERAPEUTIC PROCESS

At Inner Peace Pastoral Counseling, we believe that people can grow and change through a caring, compassionate, intelligent relationship that honors the rich inner life that exists in every person. By engaging in this therapeutic relationship with you, your therapist seeks to help you to face the truth of your life, to invite beauty, depth and imagination to the healing process. In addition, therapy will help you to identify your places of brokenness in order to set them straight, and to learn to care deeply about yourself and those you come in contact with in your life. Therapy can allow you as an individual, or as a member of a couple, family or group to be more intentional about setting aside time to ask the questions and engage those aspects of living that are often neglected as we carry out our increasingly stressed and busy lives.

Therapy does not consist in giving you answers or advice, but seeks to engage your inner wisdom as you encounter the various challenges that life has presented you. The vision of **Inner Peace Pastoral Counseling, PLLC** is to help you find a place of calm and peace within yourself that helps you access the emotional, spiritual and relational healing that is your birthright as a human being. In doing this work, we will always respect your uniqueness and integrity, while also challenging the ways in which you are resisting growth and change. This type of work takes time and effort, but ultimately can be life-changing. Like the giant tree that grows from a tiny seed, our growth beyond emotional hurt and psychological pain takes place in a gradual process. Initially, this growth can be painful and difficult, but together, over time, the effort we make is very often well worth it.

THE THERAPEUTIC RELATIONSHIP

Your growth through therapy is both a function of the time and effort you put into it as well as our mutual commitment to trust in the therapeutic process. Your therapist is not the expert giving you answers, but a fellow traveler on your journey toward a healthier and more fulfilling life. In many ways, you are the teacher and the therapist is the student seeking to understand who you are and how best to relate to you to uncover and unmask the daemons from the past and present who haunt you and prevent you from realizing your full potential as a beloved person. As such, your therapist is far from perfect and will make mistakes. However, unlike much of our experience in the world, we will take the time and make the effort to repair and resolve these mistakes. This is important because what occurs in the therapeutic relationship often parallels the unaddressed or unresolved emotional and psychological injuries that have occurred in the past. Therapy helps to set these broken places right.

LENGTH OF THERAPY

Therapy sessions are initially scheduled on a weekly basis lasting approximately one hour each. It is almost impossible to predict how many sessions it will take in order for you to complete the therapeutic

process. It is our belief that you will know when therapy has served its purpose for you. Some patients prefer to address a specific issue and then conclude therapy. Others prefer to maintain an on-going therapeutic relationship once the original issue has been resolved. We will check with you periodically regarding your perceived value in continuing therapy. You can trust that we will focus our efforts effectively and efficiently during our sessions so that we may maximize our therapeutic time together.

FOLLOW UP

A part of our continual commitment to the therapeutic process is to follow up with our patients at specific intervals once regularly scheduled therapy sessions are deemed no longer necessary. Please indicate your willingness to allow us to contact you by checking the appropriate boxes below.

I prefer NOT to receive any follow up contact

I agree to receive follow up contact via telephone and/or email

YOUR RIGHTS AS A PATIENT

As a patient of **Inner Peace Pastoral Counseling PLLC** you are entitled to certain consumer rights which include:

1. The right to ask questions about any process or techniques used during therapy.
2. The right to end therapy at any time without any moral, legal, or financial liabilities, other than those already incurred.
3. The right to review your records at any time.
4. The right to file a complaint if our services fail to conform to our professional code of ethics or licensing laws. In order to file a complaint with the Oklahoma State Department of Health Protective Health Services you may notify them at:

Oklahoma State Department of Health: Counselor Licensure Division
1000 NE 10th

Oklahoma City, Oklahoma 73117

(800) 522-0203

Or/ email: nenaw@health.ok.gov

Mark D. Heaney, LPC license #3102

5. The right to have your anonymity as a patient of **Inner Peace Pastoral Counseling, PLLC** protected at all times. To that end, we *never* initiate interaction with you in a public setting. However, you are welcome to initiate interaction with us to which we will happily respond.

GUIDELINES FOR CO-LOCATING WITH RUSSELL-MURRAY HOSPICE

We have the privilege of sharing facilities with the Oklahoma City office of Russell Murray Hospice, a non-profit hospice dedicated to caring for patients and families with terminal illness. At this location

there may be staff members or patrons who are passing through the waiting area engaged in their daily duties. There will also be staff members carrying out various meetings and staffing contacts over the course of the day. However, at no time will anyone other than you, or anyone you invite, enter the therapy room while therapy is in session, or purposely disturb the therapy process, unless there is a life or death emergency. We will also do everything we can to make you as comfortable as possible and to protect your privacy while you are visiting our offices.

Our Promise to You

1. To preserve your confidential identity, we will be careful to conduct ourselves as professionally as possible.
2. We will continue to keep all client records, either physically or electronically, secure and safe from unauthorized viewing or utilization.
3. For your safety and the safety of your records there is a security guard during normal office hours at the facility. If you should have an appointment after hours your therapist will meet you at the entrance to let you in and see you out at the end of your session.

What We Ask of You

1. Please understand that other activities are taking place within the larger office setting. If you would like to avoid a long wait in the inner waiting area, you are welcome to wait on the benches at the entrance to the building until your therapist can come for you. Also, because we try to run our sessions on time it is not necessary to come to the office more than 5 minutes before your appointment time.
2. In order to maintain a boundary between Russell Murray Hospice and your therapy sessions, we ask you to confine yourself to the waiting areas or the therapy room. Also, you are in no way obligated to visit with any visitors other than your therapist unless you choose to do so.
3. Restroom facilities are available outside the office area in the main hallway. These facilities are used by a variety of other persons using the building, but are also available to you.

FEES

Charges for Therapeutic Services- Therapy sessions, whether conducted face-to-face or via telephone, or secure internet, are typically scheduled in one-hour increments. Our fee is \$100.00 per hour for individual and couple therapy. Longer sessions are prorated from these fees. Because session-scheduling is based on one-hour increments we are not able to offer adjustment for sessions ending prematurely. Any phone consultation lasting 30 minutes or more will be charged at these same rates. Court-ordered sessions, court appearances, and written reports will be charged at the rate of \$200.00 per hour.

Payment Method – Due, in part, to the increased demands of health insurance companies, and in an effort to maintain strict confidentiality of our patients' personal information, we no longer participate as providers of mental health services for any insurance plan. Consequently, we must ask that full payment

for all services rendered is required at the time services are received. Payment may be made by cash or a check made payable to **Inner Peace Pastoral Counseling, PLLC**. Should you choose to file a claim with your insurance provider for partial reimbursement to you for the services you received from **Inner Peace Pastoral Counseling, PLLC**, we can provide you with the required diagnostic information.

Cancellation Policy– Unlike many medical offices who often times “double book” their patients in order to accommodate for those who “no show” without notice, we schedule only one client per hour for therapy. If you are unable to keep an appointment, we ask that you please notify us immediately so that we can offer your appointment time to another patient who may be on a wait list. Except in the event of circumstances beyond your control, if you miss your appointment and do not cancel it within 24 hours prior notice, you will be billed for the session you missed.

EMERGENCIES

Should you feel you must contact us in the event of an emergency you may call directly to 405-820-6992 for instructions. Your call will be returned immediately or upon the conclusion of any on-going therapy session that we may be conducting. We will always make arrangements for a professional colleague to be available for such calls in the event we are unavailable.

CONFIDENTIALITY

At **Inner Peace Pastoral Counseling, PLLC**, we are ethically and legally bound to maintain strict client confidentiality. Consequently, we will not provide any person or agency any information from therapy sessions without signed written permission by the patient, or if served with a legally binding subpoena for such information. However, we are required by the State of Oklahoma legal statutes to report any **suspicion** of sexual and/or physical abuse of children or the elderly; and any threats of death or bodily harm made by anyone attending a therapy session toward their self or another person or agency.

CONSENT

I voluntarily consent to receive therapeutic services from the staff of **Inner Peace Pastoral Counseling, PLLC**, I understand that services will be provided by a Pastoral Psychotherapist licensed by the Oklahoma State Department of Health Protective Health Services as a Licensed Professional Counselor.

I understand that this consent to services will be valid and remain in effect as long as I am a patient of **Inner Peace Pastoral Counseling, PLLC** unless revoked by me in writing.

If I have any questions or concerns now or in the future, I understand that I should consult with my therapist.

I certify that this form, including the statements on the limits of confidentiality, has been fully explained to me, that I have read it or had it read to me, and that I understand its contents.

I agree to pay for all services received by **Inner Peace Pastoral Counseling, PLLC** according to the terms of this agreement.

I understand my rights and responsibilities as a patient of **Inner Peace Pastoral Counseling, PLLC**

Date

Therapist's Signature

Client Signature

Please print your name

Client Signature

Please print your name