



Edmond Counseling
& Professional
Development, L.L.C.

Consent for Treatment and Financial Agreement

Welcome to Edmond Counseling and Professional Development!

We are honored that you have chosen us as your mental health provider.

Before starting services we will need you to fill out the following forms. If more than one member of the family is receiving counseling services, forms for **each member** will need to be completed.

These forms are to inform you of our legal and ethical responsibilities to you.

To complete these forms you will need:

- The person who will be financially responsible for your services to provide his/her signature and contact information.
- A credit/debit card number to be kept on file for any balances past 30 days and for the card holder to provide his/her signature.

You will be able to save this form and return to it if needed.

If you have any questions, please feel free to contact us at (405) 440-3034 or email at hello@edmondcounseling.com

Person Receiving Services is
Self

Informed Consent

Description of Services:

Psychotherapy involves discussing in detail your concerns, giving background information and talking about areas that may cause you or your child emotional pain, all for the purpose of trying to develop new and more effective methods of coping with problems areas in your or your child's life.

As a result, it is possible that symptoms may worsen as the result of participating in counseling.

You are free to withdraw from therapy at any time.

Clients who have not had a counseling session within the past 90 days and who have not made a prearrangement with their therapist, will be discharged from Edmond Counseling.

Confidentiality:

All services rendered and all information obtained is kept confidential and cannot be released without your written permission. There are situations under which confidential information, by law, may be released.

1. For the purposes of protecting the safety of the client and/or another person. A "duty to warn" ethic requires a counselor to break confidentiality if the client has threatened the safety of himself/herself or others.
2. Allegations of neglect and/or physical, emotional, or sexual abuse of a child or vulnerable adult must be reported to the Department of Human Services. If contacted, the counselor must provide relevant information to the investigator.
3. A judge may subpoena a client's records and may order the counselor to give testimony during a court hearing.
4. Third party payors, such as insurance companies, have a right to review a client's records.
5. ECPD staff must provide relevant information to law enforcement officers regarding information directly related to the commission of a crime on the ECPD premises or against ECPD personnel or clients, or if there is a threat to commit such a crime.
6. ECPD staff may provide relevant information to medical personnel in a medical emergency.
7. ECPD staff may provide relevant information to defend themselves in a court of law.
8. Delinquent accounts (accounts with balances longer than 90 days) may be turned over to a collection agency and demographic and contact information shared with that collection agency for the purpose of recoupment.
9. A non-custodial parent or other legal guardian, not involved in the counseling process, has the right to request counseling records and to contact and question the counselor about treatment concerning his or her child.

Your signature indicates that you have read and understood the limits of confidentiality and understand the risk associated with counseling services provided to you or your child.

Today's Date
5/13/2025

Consent for Tele-Counseling Services

Section

According to Oklahoma state law, "Telemedicine" means the practice of health care delivery, diagnosis, consultation, evaluation, treatment, transfer of medical data, or exchange of medical education information by means of audio, video, or data communications. Telemedicine uses audio and video multimedia telecommunication equipment which permits two-way real-time communication between a health care practitioner and a patient who are not in the same physical location. Telemedicine shall not include consultation provided by telephone or facsimile machine; In the following section "you" refers to the person receiving mental health services from Edmond Counseling and Professional Development including adults, children, teens, and any family member or others in the home.

Edmond Counseling and Professional Development uses a HIPAA compliant platform which provides secure audio and video transmission specifically for the purpose of providing tele-counseling services.

Benefits of tele-counseling include but are not limited to:

- Receiving services at times or in places where the service may not otherwise be available.
- Receiving services in a fashion that may be more convenient and less prone to delays than in-person meetings.
- Receiving services when you are unable to travel to the service provider's office.

Risks of tele-counseling services include but are not limited to:

- Internet connections and cloud services could cease working or become too unstable to use. Interruptions may disrupt services at important moments, and your provider may be unable to reach you quickly via other tools such as via telephone, email, or in-person.
- Cloud-based service personnel, IT assistants, and malicious actors ("hackers") may have the ability to access your private information that is transmitted or stored in the process of telemental health-based service delivery.
- Computer or smartphone hardware can have sudden failures or run out of power, or local power services can go out.
- Due to video or audio quality, your counselor may miss verbal or behavioral cues, therefore not acting on those cues and subsequently hindering or causing a degradation in your mental health.

Ongoing assessment for the appropriateness of tele-counseling services

During the first session and all subsequent sessions, your mental health provider will assess the appropriateness of providing mental health services to you. If the counselor believes that your treatment is being hindered by tele-counseling or would be better served via in-person counseling, he or she will switch to in-person sessions, a combination of in-person and tele-counseling sessions, or refer you to a different

mental health provider.

Tele-counseling environment

By Oklahoma state law, you are required to inform the counselor of your physical location (physical address) at the beginning of each counseling session.

You will be responsible for creating a safe and confidential space during tele-counseling sessions. You should use a space that is free of other people. It should also be difficult or impossible for people outside the space to see or hear your interactions with your provider during the session. You will be responsible for guarding against excessive interruptions or outside noises (dogs barking, trucks, etc). You will be responsible for providing adequate lighting in your space to aid in video transmission. Your environment should have good wi-fi connection or cellular signal.

If you or your counselor determine that the environment is not conducive for counseling, or if the wi-fi or cellular connection is inadequate, the session may end and be conducted via telephone or rescheduled.

Danger to self or others and mandated reporting

Just as with in-person sessions, your mental health therapist has legal and ethical mandates to follow if you should become a danger to yourself or others.

If your counselor believes that you are in danger of hurting yourself or others, he or she may call the police in your local area and ask them to do a "wellness check". In such situations, your therapist is not bound by confidentiality and may share any information he or she feels is required for your and others safety.

You are asked to identify a person in the home or near your physical location for the therapist to contact and ask to check on you, if your mental health degrades and the counselor is unable to reach you.

Mandated reporting

Just as in in-person counseling sessions, your therapist is required by law to report any allegations or suspicions of child/elder abuse or neglect to the Oklahoma Department of Human Services.

Tele-counseling services while traveling, working, or temporarily residing in another state

If you would like to receive tele-counseling services while traveling, working, or temporarily residing in another state, please inform your counselor. Your counselor will inform the ECPD administration who will then contact your insurance provider and that state's licensure board to determine if your counselor may continue services with you while you are out of the state of Oklahoma.

Today's Date
5/13/2025

HIPAA Notification

This notice describes how medical information about your treatment may be used and disclosed and how you can get access to this information.

You have the right to:

Get a copy of your paper or electronic medical record.

Correct your paper or electronic medical record.

Request confidential communication.

Ask us to limit the information we share.

Get a list of those with whom we've shared your information.

Choose someone to act for you.

File a complaint if you believe your privacy rights have been violated.

Get a copy of this privacy notice.

You can file a complaint with the U.S. Department of Health and Human Services' Office for Civil Rights by sending a letter to

200 Independence Ave, SW., Washington, D.C. 20201,

calling 1-877-696-6775, or visiting

www.hhs.gov/ocr/privacy/hipaa/complaint.

We will not retaliate against you for filing a complaint.

Today's Date
5/13/2025

Fee Schedule

The following fees may be paid in full or in part by your insurance plan. Please consult with your insurance provider for information concerning your coverage.

In-Person Session Fees (Individuals, Couples, or Family Therapy)

CPT Code 90791- Initial Intake Meeting- \$180

CPT Code 90837- 55 minutes- (53-60 min session with client and/or family member) \$150

CPT Code 90834- 45 minutes- (38-52 min session with client and/or family member) \$130

CPT Code 90832- 30 minutes- (16-37 min session with client and/or family member)- \$80

CPT Code 90846- 60 minutes- (53-60 min session with family members without client present)-\$150

CPT Code 90847- 60 minutes- (53-60 min session with family members with client present)- \$150

Add on code: CPT Code 90785-'Interactive complexity (rarely used but may be applied when sessions are cut short or go past 60 minutes due to intense personal or interpersonal dynamics or when other equipment is needed to facilitate counseling such as requiring computer programs, special toys or a translator due to the client's inability to effectively communicate) - \$50

CPT Code 90853- Group psychotherapy- \$60

Tele-Counseling Session Fees (Individuals, Couples, or Family Therapy)

First Tele-Counseling Intake Session (required if you are a new client or have not seen an ECPD counselor in the past year, either in-person or via Tele-Counseling)

CPT Code 90791 GT- \$150

CPT Code 90837 GT- 55 minutes- (53-60 min session with client and/or family member) \$130

CPT Code 90834 GT- 45 minutes- (38-52 min session with client and/or family member) \$105

CPT Code 90832 GT- 30 minutes- (16-37 min session with client and/or family member)- \$80

CPT Code 90846 GT- 60 minutes- (53-60 min session with family members without client present)- \$130

CPT Code 90847 GT- 60 minutes- (53-60 min session with family members with client present)- \$130

CPT Code 90853 GT- Group psychotherapy- \$60

Video vs. Audio sessions

Tele-counseling must be conducted with video and audio components. However, during times of inadequate internet service, the session may be completed via audio only (such as by telephone). However, all attempts must be made to conduct the session via audio and video before settling on audio only. Audio only sessions should only be used in rare occasions and may not be covered by the client's insurance provider.

Other Fees

No Show/ Late Cancellation (less than 24 hour notice)- \$150

Change of an in-person scheduled session due to inclement weather will not be considered a late cancelation.

The client must show within 15 minutes of their scheduled appointment . The client may not be seen if arriving late (past 15 minutes) and it may be considered a late cancelation/missed appointment.

Three no show/late cancelations per year- starting from the initial session will be waived and not charged to the client.

After three no show/late cancelations the client will be charged \$150 for each no show/late cancelation thereafter (sorry, no exceptions).

Excessive no shows/late cancelations or rescheduling (as defined by six or more per year) may result in termination of services and a referral to another provider.

Counseling services may be suspended for clients who do not have an active credit card on file or with an account balance past 30 days.

Report Fee- \$50 per hour (one hour minimum) (Court Reports, SSI Forms, etc)

Court appearances- \$800/ day (one day minimum)

I have read and understand my financial responsibility to Edmond Counseling & Professional Development, LLC.

Today's Date
5/13/2025

Client Payment Agreement

Client's will receive periodic emails from Tebra, Edmond Counseling and Professional Development's billing platform, indicating their balance due. Payment is due immediately.

Payment may be made in the following ways:

Via credit card online through our Tebra billing portal by following the instructions provided in the billing email.

Via credit card by calling (405) 440-3034.

Via check and mailed to Edmond Counseling and Professional Development, P.O. Box 3373, Edmond, Oklahoma 73034.

***** A current credit/debit card is required to be kept on file and will automatically be charged for balances past 30 days.*****

Should a client have a balance past 30 days, the client's credit card on file will be charged the outstanding amount.

Counseling services may be suspended for clients with balances past 60 days.

Accounts with balances past 90 days may be turned over to a collection agency, and the client referred to a different counseling agency.

If you have any questions about your bill, please do not hesitate to contact our billing staff at (405) 440-3034 or via email at hello@edmondcounseling.com

Type
Visa

I understand the Client Payment Agreement and authorize Edmond Counseling and Professional Development, LLC to charge my credit card for balances past 30 days. These balances may include: Patient copay, Deductible, Late Cancellation/ No Show Fees, Document Fees, or any other balances due.

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5/13/2025

Statement of Professional Disclosure

All of our mental health therapists are licensed to provide counseling services within the state of Oklahoma. Each counselor is happy to answer any questions regarding his or her training, orientation /techniques, experience, or credentials. Questions concerning billing or fees should be addressed to our billing department at hello@edmondcounseling.com or by calling/texting (405) 440-3034.

Any concerns about a counselor's practice should be addressed with the Director, Micah Perkins, at micah@edmondcounseling.com or by calling/ texting (405) 440-3034.

Additionally, a client may express his or her concerns with the counselor's licensure board below:

Hayley Twyman Brack, LPC licensure # 7196

Amanda Beck, LPC licensure # 11015

Sarah Mears-Ivy, LPC licensure # 11451

Jimmy Leverette, LPC licensure # 4590

Sarah McFadden, LPC licensure # 3954

Micah Perkins, LPC licensure # 2498

Terri Schuelein, LPC licensure # 1201

State Board of Behavioral Health Licensure (BBHL)

3815 N Santa Fe, Ste. 110

Oklahoma City, OK 73118

Phone: (405) 522-3696

Fax: (405) 522-3691

Email: Info.BehavioralHealth@bbhl.ok.gov

Micah Perkins, LADC licensure #1174

Oklahoma Board of Licensed Drug and Alcohol Counselors

101 NE 51st Street Oklahoma City, OK 73105

Mailing Address P.O. Box 54388 Oklahoma City, OK 73154

Telephone: (405) 521-0779

Fax: (405) 521-0291

Website: www.okdrugcounselors.org

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5/13/2025