



COUNSELING AGREEMENT

In order to be fully informed about the counseling you will be receiving, please read through this following agreement, sign and date it at the bottom. This form must be signed and included with the intake form in order to begin counseling.

Description of Counseling

Herald Counseling Services' mission is to foster emotional, relational, and spiritual growth through professional counseling based on a Biblical perspective. Herald Counseling Services' counseling philosophy is holistic in that three interrelated perspectives are explored in therapy: the Existential (the person), the Situational (his/her world), and the Normative (his/her God). While counselors at Herald Counseling Services are guided by a Christian worldview, your counselor will be sensitive to your religious/cultural differences and perspectives. Based on your counseling needs, you may be advised to take appropriate tests/inventories or seek medical treatment to facilitate the counseling process. Herald Counseling Services (HCS) adheres to the Code of Ethics prescribed by the American Association of Marriage and Family Therapy and the American Association of Christian Counselors. To view our code of ethics, log on to www.aamft.org and to www.aacc.net.

Referral Policy/Disclaimer

Clients will be referred outside of HCS when treatment required is beyond the scope of care available at HCS. Though HCS strives to be responsible and professional in the referral procedure, it is your full right and responsibility to select the professional of your choice. Furthermore, HCS is not liable for any services provided or not provided by the referred professional.

Counseling Fee

The standard fee for the initial 75-minute session is \$55. For sessions thereafter, the fee for each 50-minute individual session is \$50.00; marriage or family counseling is \$65.00. However, a sliding fee structure is available for those with a qualifying income level. A standard fee of \$80+ will be charged for clients with income levels at \$100,000/year or above. Use of the sliding scale must be accompanied with verification of income, such as the most recent tax return. HCS also accepts third party payment from major insurance companies and EAP benefit. Upon their approval, authorization must be pre-approved prior to services. Payment is due at the time of service. Cash or checks are accepted forms of payment. Please make checks payable to counselors.

Confidentiality

To release information without your consent would violate commonly accepted codes of counseling ethics. There are situations, however, in which we are required by law to reveal information without your consent. Please see the "Notice of Policies and Practices to Protect the Privacy of Your Health Information" given to you at your initial session for details. All counselors at HCS participate in regular clinical supervision and case consultation. The purpose of this supervision and consultation is to insure the quality of care received at HCS.

Rights as a Client

1. You are entitled to information about any procedures, methods of counseling, techniques, and possible duration of therapy.
2. You have the right to end therapy at any time without any moral, legal, or financial obligations other than those already accrued.
3. You have the right to expect confidentiality within the limits described in the Notice of Policies and Practices to Protect the Privacy of Your Health Information.
4. You have the right to request in writing the release of your records to any person or agency.
5. You have the right to authorize your counselor in writing to consult with another professional about your therapy.
6. You have the right to file a grievance in writing with the Director of HCS if you have concerns that your rights as a client have been violated.

Mediation and Arbitration

All disputes arising out of or in relation to this agreement to provide services shall first be referred to mediation, before, and as a precondition or, the initiation of arbitration. The mediator shall be a neutral third party chosen by agreement of the therapist and client. The cost of such mediation, if any, shall be split equally.

Cancellation Policy

Herald Counseling Services requests that you notify your counselor at least 24 hours before your scheduled appointment time if you need to cancel a session. Failure to do so will result in a charge for the full amount of the missed appointment. Exceptions are for sudden illnesses and emergencies only.

Contacting Your Counselor

For scheduling and canceling your appointments, you must contact your counselor directly or call 713-270-8660. Please leave a message if calling after regular office hours of 9:00 a.m. – 5:00 p.m. For general information, please call during regular office hours of 9:00 a.m. – 5:00 p.m. For emergencies after-hours, please contact 911 or your local emergency room. If these guidelines are acceptable to you, please print your name and sign below:

Printed Client Name: _____

Client Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Herald Counseling Services

角聲輔導中心

7001 Corporate Dr., Suite 379, Houston, TX 77036 ☆ Phone: 713-270-8660 Web: www.cchchouston.org