

# HYGEIA COUNSELING SERVICES<sup>SM</sup>

a d u l t p s y c h o t h e r a p y



## INDIVIDUAL THERAPY AGREEMENT

The purpose of this therapy agreement is to specify expectations and goals related to the treatment process.

**Attendance** – Appointments can be cancelled with 24 hours notice. Appointments missed without 24 hours notice are considered scheduled appointments, and full fee may be collected. A pattern of missed and late appointments may result in termination and referral to another clinician. If I need to cancel an appointment because of emergency or illness, you will be notified as soon as possible. The session will be rescheduled at the next convenient time for both parties.

**Session Length & Punctuality** – Please call when running late. Arrival more than 15 minutes late may result in cancellation of the appointment. Sessions are generally 45-50 minutes long – a standard “therapeutic hour”. If you are late, the therapy session must be shortened in order to maintain the agreed upon schedule. In most cases it’s not possible to extend the length of the session to compensate for late arrival.

**Commitment to the Process** – In order to realize the full benefits of therapy, you should expect to make a commitment to the process that will entail a strong level of participation and investment. Your growth can be most fully facilitated if your commitment includes:

- **Consistency:** regular attendance is critical to the process. Missed sessions interrupt the rhythm of therapy.
- **Honesty:** The therapy experience should provide you with a safe environment where you can explore any of the thoughts and feelings that you have. Issues that are not talked about can not be resolved.
- **Courage:** Often the process will uncover uncomfortable or painful feelings and anxiety.
- **Homework:** You are expected to keep up with your own growth between sessions. Specific assignments may include, but are not limited to, behavioral changes, journaling, dream work, meditation, and reading. Generally homework assignments are jointly agreed upon.

**My Ethical Approaches** -- I adhere to professional counselor standards of conduct:

- **Equality:** I respect the gender, race, culture, ethnicity, religion, creed, & sexual orientation of all clients.
- **ACA Ethical Standards:** I belong to the American Counseling Association (ACA) and adhere to their ethical standards which can be found at <http://www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx>
- **Goals:** We will periodically set, revise, and review jointly set goals in order to make sure the most is made of your therapy experience.
- **Approach:** I take a holistic approach that incorporates mind, body, and spirit. I believe it's important to integrate life meaning into counseling. I respect all faith backgrounds (including none), and work within personal belief frameworks. I view therapy as a collaboration. I emphasize unconditional positive regard, respect, a safe and caring therapeutic relationship, individual strengths, and taking control over choices.

**Testing and Consultation** – Psychological or medical testing may be suggested as a part of the treatment process. Consultation with and records from past service providers may be required. You may be asked to meet with other professionals at certain points in order to deal with specific issues.

**Compliance** – Compliance with medical prescriptions, such as reliably taking psychiatric medications, is required as a condition of treatment. Compliance with mutually agreed upon contracts, such as safety contracts, is required.

## WASHINGTON & BALTIMORE LOCATIONS

Voicemail & Fax: 877-823-3439 : <http://www.hygeiacounseling.com> : [michael@hygeiacounseling.com](mailto:michael@hygeiacounseling.com)

Mailing Address: 10482 Baltimore Ave #193, Beltsville, MD 20705

# HYGEIA COUNSELING SERVICES<sup>SM</sup>

a d u l t p s y c h o t h e r a p y



**Emergencies** – I am not generally available on an emergency basis. Please go to the emergency room or take other immediate action rather than to only leave messages on my voicemail (such as if you are about to harm yourself). Please do call and let me know when you are feeling very badly or where you are if something important has happened (such as checking into a psychiatric or rehabilitation hospital).

**Confidentiality** – As a general rule, the material that is revealed in therapy is kept strictly confidential. The limits on confidentiality are detailed on a separate page.

**Supervision & License Status** – I am currently completing the supervised practice hours required in order to be licensed as an LPC (Licensed Professional Counselor) in the District of Columbia. In Maryland I hold an LGPC license #LGP246 (Licensed Graduate Professional Counselor) which also requires supervision. My clinical supervisor is currently Dr. Lindsey Daniels.

**Office Locations & Brookland Pastoral Center (BPC):** I see some of my clients as an Associate of BPC at their offices in Washington, DC. All client relationships are solely between myself and the client – BPC does not have clients. For counseling services provided in the Washington, DC area, I utilize only BPC office space as long as I am an Associate of BPC. I also have office space in the Baltimore metro area.

**Referral** – You will be referred to other counselors at any time you request it, or in the event that I feel you would be better served by others.

**Termination** – Either you or I may terminate the relationship at any time. The termination process normally requires a few sessions. You are understood to no longer be in active treatment with me if it has been more than three (3) months since our last kept appointment (although scheduling further appointments may be possible.)

## **Fees & Payment:**

- **Time of Service:** Full payment is required at the time of service unless other arrangements have been made in writing.
- **Fee:** My standard therapeutic hourly rate (45-50 min.) rate is \$140. Fees subject to change with written notice.
- **Collection Efforts:** If payment is not made at time of service or in accordance with other mutually agreed upon written arrangements, reasonable collection effort and/or attorney fees may be assessed in addition to the original service charges. Unless otherwise agreed in writing, any charges billed for after time of service are due in full 30 days from the time of service.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Date

Version 10/20/08

## WASHINGTON & BALTIMORE LOCATIONS

Voicemail & Fax: 877-823-3439 : <http://www.hygeiacounseling.com> : [michael@hygeiacounseling.com](mailto:michael@hygeiacounseling.com)

Mailing Address: 10482 Baltimore Ave #193, Beltsville, MD 20705