

Counseling Services Agreement
Keirsten J. Roath, LCSW
1350 Terry Road
Plainfield, Indiana 46168
Telephone: (317) 750-1177
www.kjroath.com

Counseling Services: Most people enter into counseling to heal suffering, to increase well-being and to explore and ultimately understand and move through emotional and psychological obstacles in their lives. It is my belief that effective counseling is guided by the expertise you have about yourself and your willingness to enter into a mutually respectful and professional relationship with a counselor. It is normal to experience uncomfortable feelings such as sadness, anger, frustration, guilt and helplessness during the therapeutic process as well as difficulties in relationships and/or life routines as you make positive changes. On the other hand, counseling has been shown to have benefits such as solutions to specific problems, better relationships and significant reductions in distressful feelings. There are, however, no guarantees in what each individual will experience through counseling.

I am a master's level counselor and have been a Licensed Clinical Social Worker in the state of Indiana since 1999. I am ethically and legally bound to provide only those services for which I have a license and have been trained. Should you require services outside of my qualifications, I will refer you to someone with the required expertise.

Appointments: A counseling session is 50 minutes in length unless we have made arrangements for a longer or shorter session. Your scheduled appointments have secured your time in my calendar. I require a 24 hour notice if you need to cancel with the exception of an emergency. If a cancellation notification occurs in less than 24 hours prior to the scheduled appointment or the appointment is missed altogether, you will be responsible for the full fee of that session.

Payment Agreement: My session fee is \$100 per 50-minute session. Full payment by check or cash is due at the time of service unless prior arrangements are made. Credit card payments may be made through Paypal on the website, www.kjroath.com. A 10% finance charge will be added on any unpaid balance each month. If your account is left unpaid after termination of services and it goes to a collection agency, you will be responsible for any legal fees to obtain the unpaid balance. You will also be responsible for a \$25 charge to cover handling fees on any checks returned for insufficient funds.

Insurance Reimbursement: I am currently an in network provider for Anthem, United Healthcare, Humana, Cigna and Magellan. If you would like to utilize your health insurance benefits, please contact them for specific behavioral health benefits. While I do the billing directly with your insurance company, you and your insurance company

are responsible for full payment of our agreed fee. It is important for you to find out exactly what services are covered by your policy.

Contacting Me: You may leave a voicemail message at (317) 750-1177 or email me at keirsten@kjroath.com. I make every effort to respond to you within 24 hours with the exception of weekends and holidays. If you are in a crisis and I am not available for an extended time, please call the Indianapolis Crisis Center immediately at (317) 251-7575.

Professional Records and Confidentiality: Both the laws and the standards of my profession require that I keep appropriate treatment records and that I safeguard your privacy. Information will be shared only with those persons you approve of with your signature on a “Consent to Release Confidential Information” form. The following circumstances are necessary exceptions:

- 1) When there is a serious threat to my health and safety or the health and safety of you or another individual I am legally obligated to contact the appropriate authorities including Child Protective Services for suspected abuse or neglect.
- 2) If your account ends up being sent to a collections agency, a copy of your intake form and invoice will be released as part of this process. No other clinical information will be released.
- 3) If I am subpoenaed for legal or court proceedings, information will be shared as needed; however, I do not agree with therapists being called to court particularly in cases of divorce.
- 4) No authorization is required when verbal permission is given to speak with family members who are directly involved with your treatment.

I have read and agree to the above terms of counseling services with Keirsten J. Roath.

Client Name – Printed

Client Name – Signature

Date

Parent or Guardian Signature if Client is a Minor