



Informed Consent

Confidentiality

All of our conversations, our work together, your records and any information that you give us are protected by client privilege. That means that the law protects you from having information about you given to anyone without your permission. Your privacy is respected, and we intend to honor your privilege. However, there are some limits to your privilege. Here are some exceptions you should understand before we start.

If your counselor believes that there is a risk that you might harm yourself or someone else, he or she may be required to contact the authorities or another person to give them the opportunity to protect you or the other person. If you are abusing children or an elderly person, we are required by law to notify the authorities, so they can protect others from harm.

The financial part of our relationship also imposes some confidentiality limits. **If you are using insurance or another third party payer, we must share certain information with them, including (but not necessarily limited to) your diagnosis and the times of your visits. If your counselor submits claims to your managed care company, they may require us to provide additional information such as your symptoms and your progress.** You should understand that insurance and managed care information is often stored in national computer databases for an undetermined amount of time.

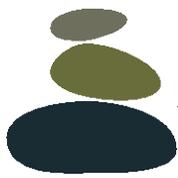
As counselors, we specialize in treating general adult issues. If your counselor believes that your problems require knowledge that he or she does not have, you may be referred for a consultation with someone with specific training or experience. We will discuss any such referral with you before we act.

General Policies

Counseling sessions usually last 50-55 minutes, and we must end each session promptly. Payment is due at the end of your appointment. **You will be charged a cancellation fee if you do not cancel the appointment 24 hours in advance. Please keep in mind that if you are using insurance, they will not cover missed appointments and therefore you will be responsible for the \$100.00 fee. In addition, insurance will not cover the time missed if you run late for an appointment. Therefore, you may be asked to pay for the missed portion of the session out of pocket.**

We check messages throughout the day and whenever possible, we will return your call within the same day. However, if you have an emergency, please call 911 or go to your local emergency room. There may be extended periods of time when your counselor will be unreachable due to travel. During that time you may be given the number of another counseling professional to assist in your counselor's absence.

This information is to help you understand some things about counseling and what you can expect from your time in treatment. If you have any questions or concerns before you begin or at any time, please don't hesitate to ask so that your counselor can explain more fully.



Balanced Life Counseling

finding balance in an unsteady world

I have read and understand:

- The limitations to confidentiality
- My HIPAA Rights and was provided a copy of my rights
- General office policies
- I am aware that I can access all of these documents at any time online at <http://www.balancedlifechicago.com>

Client Signature

Date

Print Name