

**Kay C (Kaycie) Marler-Rush, LCSW**  
501-920-5287 yeshe@ogyen-gatsal-ling.com

## **Informed Consent**

Dear client,

The client and counselor relationship is a unique one, and for the time we spend together to be maximized, each one of us should be aware of our rights and responsibilities. Communicating a mutual understanding of what is expected in a relationship and then living up to it is a healthy therapeutic process in itself. Your signature at the bottom of this form signifies that you have read and understand the professional relationship and mutual responsibilities between the client and counselor.

### **Reading and Understanding the Counselor Policies**

This is a service agreement between client and counselor and contains important information regarding the professional services and business policies of Kay C (Kaycie) Marler-Rush, LCSW. Please read it carefully. We will be pleased to discuss any or all of these policies with you. **Prior to initiating services, you will be required to sign the last page of this document and return it to Kay C (Kaycie) Marler-Rush, LCSW indicating that you have read and understand our service agreement.** The Service Agreement is subject to amendment. You will be informed of any changes and given the opportunity to review and approve them. You may request a copy of this agreement for your records.

### **Clinical Services**

Typically a client calls a therapist for services when his or her life or relationship has become unworkable in some way, and/or they are experiencing some type of distress. Sometimes clients have an idea of why things aren't working, and sometimes they don't. Whatever is going on, a licensed therapist is trained to help people come to have a clearer understanding of what is going on and create a path to lessen or end the distress.

### **Confidentiality**

You have the right to confidential mental health care *except* in cases where the therapist believes you might cause harm to yourself, to someone else, or if child or elder abuse/neglect is suspected. In these cases, the therapist has a duty by law to file a report with the appropriate authorities. Also, therapists are required to testify when commanded to do so by a court ordered subpoena.

If you run into Kaycie outside of the office, she will do her best not acknowledge you. She does this to ensure your right to confidentiality. However, if you want to greet, visit with, or introduce Kaycie to your friends or family as a friend or your therapist, that is up to you. Kaycie lets her clients take the lead in these situations.

## Payment for Service

Kay C (Kaycie) Marler-Rush, LCSW has agreed to see you for mental health counseling at a rate of \$200 for a 90-minute initial intake session and \$150 for a 50-minute follow-up session, the last few minutes of a session are spent to schedule the next appointment and pay. The initial appointment requires a 48-hour cancellation notice. The sessions that follow the initial appointment require a 24-hour cancellation notice.

Clients arriving up to 15 minutes late will receive the remaining time left for the allotted appointment but will pay the full session rate. **Clients arriving 16 minutes late or later will be regarded as a no-show and will be charged for the missed appointment. Kaycie will not receive a client arriving 16 minutes late unless this has been approved of in advance.**

The therapist respects your time and makes every effort to remain on schedule throughout the day, although on rare occasions emergencies arise. If an emergency arises that would mean a significant wait of 15 minutes or more, a client will be contacted by phone or text of the delay and may be asked to reschedule.

## Subpoenas

Kay C (Kaycie) Marler-Rush, LCSW is **not** a forensic psychologist and makes every effort to not work with clients who might want to invite her into the legal process to testify. If you feel there is any chance that you may want her to testify for you for any reason (ie. custody battle), it would be best to find a therapist who is trained to testify as an expert in court.

Clients should seriously consider whether or not they want to issue a subpoena for a therapist to testify in court. The process is always expensive to the client, and there is no guarantee that what the therapist will say will be of benefit to the client's case. In some cases, a therapist's testimony may be detrimental to the client's case. This is why the decision to subpoena a therapist should be seriously considered.

If the counselor is subpoenaed to be in court regarding an issue with a client, this will necessitate that she clear her schedule to be "on call" for the court appearance. The charge for this is a **minimum nonrefundable fee of \$1,000.00, payable in advance**, regardless of whether the counselor actually ends up testifying or appearing in court, or how many minutes she is there. The first \$1,000 applies to a maximum of four hours of her time at an out-of-office courtroom rate of \$250 per hour. Expenses she may incur such as parking, making copies, travel time, and time spent preparing the copies will be charged at an appropriate rate and are in addition to the \$1,000 minimum fee. If she is required to be on call beyond the first four hours for a court appearance, a second \$1,000 minimum fee will be incurred, even if she must remain (on call) one minute, one hour, or all four hours beyond the first four. In other words, a \$1,000 minimum fee will be charged for any portion of a four-hour time slot in which the counselor is required to be "on call" to testify in court, whether she ends up testifying or not.

If a client wants the therapist to speak, meet, or correspond in any way with their or another attorney or person, the client will be billed for the therapist's time.

**Insurance**

Kay C (Kaycie) Marler-Rush, LCSW does not accept health insurance assignments. Clients wishing to use health insurance may request a receipt from the counselor and may then file the insurance themselves in order to receive some reimbursement. Clients may wish to contact their health insurance company and find out what, if any, coverage is available for an out-of-network Licensed Clinical Social Worker.

**Credit Card Number on File**

Kaycie respects your time and sets aside time to see you when you make an appointment with her. It is important that clients respect the counselor’s time as well. If a client makes an appointment with the therapist, the appointment is considered as a contract for the therapist’s time. Clients wishing to cancel or change an appointment must give the counselor 24-hours notice in order to avoid being charged for the full appointment, and 48 hours in the case of initial appointments.

Notice is required because in most cases the counselor will be able to accommodate other clients during the canceled time if such notice is given. To impress upon clients the importance of giving advance notice when canceling appointments, the counselor requires a credit card number and information be on file. If a client no-shows or cancels at the last minute or without giving 24 hours notice so that the slot may be taken by someone else who is waiting for therapeutic care, the credit card will be charged for the full cost of the missed appointment. *In addition, if payment is made by check and a check is returned, the owed amount will be charged to the credit card plus a \$25 returned check fee.*

**Once again, clients who miss appointments or cancel without 24 hours notice will be charged for a full missed appointment based on the session rate listed above.**

Please provide credit card information here. Kay C (Kaycie) Marler-Rush, LCSW is a Licensed Clinical Social Worker in Arkansas and is ethically bound to be responsible with your personal information. You can be certain that she is very respectful of this information and your rights to privacy:

VISA    MASTERCARD    DISCOVER    (circle one)

Credit card # \_\_\_\_\_

Expiration date: \_\_\_\_\_ Security Code # (3 or 4 numbers) \_\_\_\_\_

**Signature:** \_\_\_\_\_

**(I understand that my credit card may be billed for a missed appointment if I fail to give 24 hours notice.)**

**Rescheduling, Arriving Early, When YOU are sick ...**

Please arrive no more than 5 minutes early for your scheduled appointment as there is not a waiting room. If you arrive earlier please wait until your scheduled appointment time to enter.

If you are sick and must miss an appointment, or experience a dire personal emergency, the counselor may forfeit the missed appointment fee, at her discretion, on a case-by-case basis.

**Crisis policy.**

The counselor sees clients by appointment during normal business hours on Tuesdays and Thursdays from 10:00 a.m. to 4 p.m. If you have a crisis during business hours, call the counselor and make an appointment and she will make every effort to fit you in. If for any reason the counselor is unavailable or you experience a crisis outside of business hours, call 911 or go to the nearest emergency room for assistance.

**Other Issues**

Occasionally clients ask Kaycie to fill out forms or write letters for them regarding things like leave of absence. The counselor will do this in most cases; however, the client will be charged for the time and expenses involved.

**I have read and understand these policies:**

By signing this form you agree that you have read and understand these policies. You also agree that you are financially responsible for any fees that are accrued for yourself while under the care of Kay C (Kaycie) Marler-Rush, LCSW.

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Signature/Date

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Counselor Signature/Date