

# Broken No More Counseling

Maryann McMellon

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Broken No More Counseling Services Agreement

## Legal Notice

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Please read the following, and sign below to acknowledge your understanding.

I, *Maryann McMellon*, am intentionally not licensed to counsel in the state of Virginia. I am not a Psychologist, Marriage and Family Therapist, Psychiatrist, or any other translation of counselor or therapist that requires licensing by the state. I currently hold a Bachelor's degree in Psychology and a Master's Degree in Human Services with a specialization in Marriage and Family Counseling by Liberty University.

The first session is considered a screening time where I would decide what might best suit your needs, either counseling with you, the Pastor, or through a referral to a licensed professional. I have great respect for those that are licensed in the field of counseling, and when necessary, I will refer you to seek professional help if your situation is beyond my experience level.

I chose Christian counseling/coaching because I believe that healing can only be accomplished by the One who created us. I claim Jesus Christ as my Lord and Savior, and during our counseling experience, I believe that His Word and the guidance of His Holy Spirit are the most vital components for successful counseling.

I agree to the above terms and conditions

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Pre-Session Form [Client Name] • [Date]

## Client Responsibilities

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### Appointments and Cancellation:

Appointments will be scheduled at a time mutually acceptable to both the client and counselor. It is greatly appreciated that you call ASAP to cancel an appointment. If you miss three consecutive counseling sessions without notifying Broken No More, services will be terminated. Also, if you fail to cancel your appointment within 24 hours of your scheduled appointment you will be charged an \$80 fee.

**Crises:** If you are unable to reach me and an immediate need or crisis arises, please contact 911 or go to the nearest emergency room. The National Suicide Hotline number is (800) 784-2433 or (800) 273-8255. The hearing-impaired hotline number is (800) 799-4889.

Counseling Relationship: The client and counselor usually will meet weekly for approximately a 60-minute session. The relationship is a professional relationship rather than a social one. Some clients achieve their goals in only a few counseling sessions, whereas others may require months or even years of counseling. As a client, you are in complete control and may end our counseling relationship at any time. If you choose to end the counseling relationship, we ask that you participate in a termination session.

### Fees for Counseling:

Fees are \$120 per hour, and \$150 per hour for families/couples. Broken No More does not accept insurance at this time.

**\*\*Bills that are 60 days past due will be assessed a 1.5% interest fee, and will be sent to collections. You are responsible for all fees assessed by the collection agency.**

I agree to the above terms and conditions

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Pre-Session Form [Client Name] · [Date]

## Intake Information

1. Name: \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

3. City and State of Residence: \_\_\_\_\_

4. E-mail address: \_\_\_\_\_

5. Phone Number: \_\_\_\_\_

6. Method of contact you prefer: Phone, Text or instant Message, E-mail, or in person. Please provide any required information for contact. \_\_\_\_\_

7. Emergency contact information:

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

8. Days and times when you are normally available. I offer evening and weekend appointments for your convenience.

9. Briefly describe the issues you wish to address in counseling.

10. List any significant medical or personal issues that may have an effect on your counseling.

## Confidentiality Forms

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### Confidentiality of Counseling Services

This outlines the legal and ethical guidelines covering confidentiality. In general, the information you share with a counselor is protected from disclosure to a third party. There are a few narrow exceptions to this requirement. To help you be a well-informed consumer of this coaching/counseling service, the exceptions to the requirement of confidentiality are spelled out below.

### Exceptions to Confidentiality

Confidential information may be disclosed without your consent in the following circumstances:

1. If you present an immediate risk of serious physical harm to yourself or others, we must disclose confidential information to prevent this harm from occurring.
2. If you are abusing a minor or an elder or if you are a minor or elder being physically or sexually abused, your counselor may have a duty to report the abuse.
3. If you bring a lawsuit or make a complaint to a regulatory body concerning the counseling services you receive from me, I may disclose confidential information for the purpose of defending against your complaint.
4. If a court order requires the release of your records in the context of a civil or criminal case, I must respond.

I agree to the above terms and conditions

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Pre-Session Form [Client Name] • [Date]

## Parent/Guardian Consent (If Applicable)

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I \_\_\_\_\_ (parent/guardian) permit Maryann McMellon to provide counseling to \_\_\_\_\_ (minor). By signing this agreement, I give my informed consent for my child to participate in counseling.