



**Michelle Morris, LPC (McKeirnan)**  
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## **Policy Agreements**

Welcome to the practice of Michelle Morris, LPC (McKeirnan). I look forward to working with you to explore your life's challenges, in order to create a more fulfilling life for you and the lives around you. I will strive to provide the highest quality of services and counseling for you and/or your family. The following policies and information are provided to promote a clear mutual understanding of professional and business aspects of our work together.

### **CONFIDENTIALITY:**

Confidentiality is maintained as part of the counseling process in accordance with generally accepted ethical standard. All confidential information remains within the counseling office of Michelle Morris, LPC (McKeirnan). Your written authorization is required for the release of any information or records to sources outside of this counseling office (i.e. physician, school). Exceptions are made to this policy, as mandated by law, in the event of the threat of danger to you or to another party, including reports of child abuse, or in the event of a court order. Another exception may also be appropriate in cases of non-payment of fees, necessitating the use of a collection agency.

### **FINANCIAL AGREEMENT:**

The frequency of therapy will be assessed at the time of the initial intake appointment. Payment is expected at the beginning of each session. Periodically, my fee structure is reassessed. If the fee structure should change, you will be informed no less than one month prior to a fee increase. You are responsible for keeping all scheduled appointments. If you need to cancel an appointment, you are required to contact this writer directly, **24 hours in advance** of the appointment. Failure to do so will result in you being charged for paying the entire charge for the session, at the usual hourly rate. It will be your responsibility for paying the full fee before the next

scheduled appointment. As the client, you agree to take responsibility for the missed appointment fee, as a courtesy to this writer and my time. Should your account become thirty (30) days past due, you will also be liable for a **late charge of \$25.00**. There will be a **\$25 charge for checks returned** for insufficient funds in addition to all collection fees. **Note: credit cards will be charged a 3.5% processing fee added to charge of service. PayPal is currently being used to service credit card payment.**

**FEE STRUCTURE:**

\$225.00 for 50 minutes - Individual Therapy

\$335.00 for 75 minutes - Individual Therapy

\$250.00 for 50 minutes - Couples Therapy

\$375.00 for 75 minutes - Couples Therapy

\$425.00 for 90-100 minutes - Double Session for Individual, Couples, and/or family or initial intake

Signing signifies agreement to the financial policy above.

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**(Client's Printed Name / Date)**

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**(Client's Signature / Date)**

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**(Therapist's Signature / Date)**