



Dr. Kimberly Nelson

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512-745-7598

SERVICES CONTRACT

Welcome to Holistic Counseling and Wellness. This document contains important information about my professional services and business policies. Please read it carefully and jot down any questions you might have so that we can discuss them at our next meeting. When you sign this document, it will represent an agreement between us.

COUNSELING SERVICES

I am a licensed professional counselor with over twenty years of experience as a clinician, educator and clinical supervisor. I believe mental and physical health is a balance of mind, body and spirit and I incorporate that belief into my practice with my clients. Regardless of your presenting concerns, I will strive to provide a safe, respectful, nurturing environment to help you examine and challenge your concerns. I actively engage with my clients and believe the therapeutic relationship is essential for a beneficial counseling experience.

The counseling process is a creative, dynamic and a deeply personal journey. It varies greatly from client to client and is dependent on the therapeutic relationship and the presenting issues. Participation in therapy can result in a number of benefits to you, including personal awareness, improvement of relationships, reduction in feelings of stress and distress, self-awareness and insight and resolution of specific problems.

Counseling is an interactive process and it requires your active involvement, honesty, and openness in order to fully experience the benefits. Progress toward your goals likely requires your effort both during and between sessions. Given the work required for personal growth and change, counseling also involves some risks. Since therapy often involves discussing difficult aspects of your life, you may experience uncomfortable feelings or strong reactions. Making changes in your life can impact your current relationships as well as challenge long held beliefs and behaviors. On the other hand, psychotherapy has also been shown to have benefits for people who go through it.

Counseling often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees of what you will experience.

Our first session is an opportunity to get to know one another, explore your presenting concerns and determine if you would like to proceed with counseling. It is important for you to feel comfortable with me. Our work together requires a significant commitment of time, energy and resources so I want you to make the best choice possible for your needs. The length and intensity of therapy differs with each individual/couple. Factors such as goals,

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motivation, life circumstances, and duration/extent of the issue(s) will determine the appropriate length and format of treatment.

Counseling is a voluntary process and you have the right to end our counseling relationship at any time. However, I do ask for your participation in a termination session if you do make the decision to prematurely terminate our work together. You always have the right to question or discuss any of the counseling techniques or suggestions we explore in session. If you have questions about my procedures, we should discuss them whenever they arise. If your doubts persist, I will be happy to help you set up a meeting with another mental health professional for a second opinion or referral.

COUNSELING RELATIONSHIP

The nature of therapeutic relationship can be very personal. However, our relationship is strictly professional, and the focus will always be on you. If we happen to meet in a public setting, I will honor your confidentiality and only respond to your initial greeting.

MEETINGS

Individual sessions are 60 or 75 minutes in length.

Couples sessions are 90 minutes or 2 hours in length.

We will typically start with weekly or bi-weekly sessions depending upon your unique needs. As counseling progresses we will start to fade out the time between sessions. Custom packages are available including evenings, weekends and intensive couple sessions. Our time together will be determined on a case by case basis.

PROFESSIONAL FEES

Individual Counseling

60-minute Session - \$150

75-minute session - \$175

Couples Counseling

90-minute session - \$250.00

2-hour session - \$300.00

BILLING AND PAYMENTS

Payment is due in full at the time of service unless we agree otherwise. Payment schedules for other professional services will be agreed to when they are requested. I do not take insurance, but will be happy to provide you with a receipt that you can submit to your insurance provider to try and collect reimbursement.

Above fees are subject to change, however, any changes will be discussed with you. Fees for other services, after hour services, and packages are by arrangement. Cash and check are the preferred forms of payment. Please make checks payable to KNH Consulting.

CANCELLATION & RESCHEDULING

In the event that you will not be able to keep an appointment, you must notify me at least 24 hours in advance of the appointment time. If I do not receive this notice, you will be responsible for the full appointment fee for holding the appointment time. I require that a credit card be kept on file for this reason and you will be automatically billed for the missed session.

CONTACTING ME

I am often not immediately available by telephone. However, you may leave a message for me on my private voicemail, 512-745-7598. I will make every effort to return your call on the same day you make it, with the exception of weekends and holidays.

If you experience a mental health emergency, or are in crisis, call 911 immediately or report to the nearest emergency room or psychiatric hospital.

Local emergency numbers:

Seton Shoal Creek Hospital Admissions: 512-324-2029

Austin Lakes Hospital Admissions: 512-544-5253

Travis County Crisis Hotline: 512-472-HELP (4357)

National Crisis Hotline: 1-800-SUICIDE (784-2433)

Poison Control: 1-800-222-1222

PROFESSIONAL RECORDS

The laws and standards of my profession require that I keep treatment records. You are entitled to receive a copy of your records, or I can prepare a summary for you instead. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. If you wish to see your records, I recommend that you review them in my presence so that we can discuss the contents.

CONFIDENTIALITY

In general, the privacy of all communications between a client and a counselor is confidential and I can only release information about our work to others with your written permission or when required by law. However, limitations and exceptions do exist. If I believe a child, elderly person, or disabled person, is being abused, or if I determine that you are a danger to yourself or someone else I am required to contact the appropriate authorities.

I may occasionally find it helpful to consult other professionals about a case which is a common professional practice. During a consultation, I make every effort to maintain confidentiality and the consultant is also legally bound to keep the information confidential. If

you don't object, I will not tell you about these consultations unless I feel that it is important to our work together.

Should you seek insurance reimbursement for your counseling, disclosure of confidential information may be required to process your claims. I have no control over what the insurance company does with the information you have authorized me to release. In most legal proceedings, you have the right to prevent me from providing any information about your treatment. In some proceedings involving child custody and those in which your emotional condition is an important issue, a judge may order my testimony if he/she determines that the issues demand it.

These situations have rarely occurred in my practice. If a similar situation occurs, I will make every effort to fully discuss it with you before taking any action.

ETHICAL AND PROFESSIONAL STANDARDS

As a licensed professional counselor, I abide by the ethics and standards of my profession. I assure you that my services will be rendered in a professional manner consistent with accepted legal and ethical standards. If at any time for any reason you are dissatisfied with my services, please let me know. If I am not able to resolve your concerns, you may report you complaints to the Texas State Board of Examiners for Licensed Professional Counselors at (512) 834-6658.

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Client's Printed Name

Client's Signature Date

Client's Printed Name

Client's Signature Date

Counselor's Signature Date