

Denise O'Doherty LPC, MSN, LMFT, LCDC, CIRT  
Licensed Professional Counselor, Licensed Marriage and Family Therapist  
3730 Kirby Dr. - Suite 910, Houston, Texas 77098 (713) 524-9525

### **General Office Policy**

#### **Insurance**

If I am a provider in your insurance company, I will bill your company for you. If you are using your out-of-network benefits, I will give you a receipt and you must file with your company. All reimbursement is between you and your insurance company. You may want to call your provider to get information regarding reimbursement so you will know what to expect from your company. It may be helpful to find out your deductible, what percent of each session is covered and if there is a limit to the number of sessions allowed.

#### **Fees / Session Length**

The fee for each session is required at the time of service. Hourly sessions last approximately fifty (50) minutes. An hour and a half session would last 75 continual minutes. I can accept cash or checks (no credit or debit cards) and will provide you with a receipt for you and/or your insurance company if you'd like.

Individual (50 min.)	\$135	Reports or Letters	\$60 per 30 min.
Family/ Couple (50 min.)	\$135	Returned Checks	\$20 per check
Group (90 min.)	\$60	Missed Appointments	service rate
Consultation (50 min.)	\$135	Court/Attorney Consultation	\$225 per hour

#### **Cancellations**

Your session time is reserved for you. Twenty four (24) hour notice is required for cancellations or you will be charged the full service rate. If you have a co-pay and miss the session without required notice, you will be charged for the full service amount, not the co-pay. Cancellations for Monday are required to be made on Friday.

#### **Emergency Policy**

I check my voice mail and messages several times a day and can be reached by calling (713) 524-9525. If your call is an emergency, you may leave an urgent message with the voice mail system, dial "#1911" for assistance and the answering service will attempt to locate me. If I am out of the office on vacation or leave, I will have someone "on call" that you may contact in my absence. In case of an emergency and you can not reach me, you can call any one of the following emergency numbers: 911, United Way Crisis Hotline (713) 228-1505, MHMRA Crisis Unit (713) 970-7000 or go to the nearest hospital emergency room for assistance.

#### **Notice of Privacy Act**

I have been informed of the Notice of Privacy Act. I have been offered a copy of the Notice of Privacy Act. Copy accepted  denied .

By signing below, I designate that I fully understand the office policies regarding insurance, fees, cancellations and emergencies. I also acknowledge that I have been informed of the contents of the Notice of Privacy Act.

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(Client signature)

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(date)

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CONSENT FOR PROFESSIONAL SERVICES

Client Rights

1. You have the right to know my qualifications.  
I am licensed by the state of Texas as a Licensed Professional Counselor and as a Licensed Marriage and Family Therapist. I am a certified IMAGO Relationship Therapist. I have a masters degree in Psychiatric Nursing. I have been in private practice since 1982.
2. You have the right to choose your mental health provider.
3. You have a right to decide how long you stay in treatment.
4. You have a right to information about your treatment.
5. You have a right to treatment with respect and dignity.

Limits of Confidentiality

- You have a right to confidentiality with certain legal and ethical exceptions:
- A. If you threaten harm or death to another person or to yourself, physically or with a communicable disease, I am required by law to inform the appropriate authorities.
  - B. If a court of law issues a legitimate subpoena, I am required by law to provide the information specifically described in the subpoena.
  - C. If you reveal information suggesting child and /or elder abuse and neglect, I am required by law to report this to the appropriate authorities.
  - D. If a minor reveals information suggesting abuse I am required to notify appropriate authorities.
  - E. If you are in therapy or being tested by order of a court of law, the results of treatment or tests ordered must be revealed to the court.
  - F. If I need to obtain consultation on your case. (In this instance, I will keep it as confidential as possible by using generic names, such as John and Mary.)
  - G. If your mental health is called into question.
  - H. If you authorize me and / or my agents to file a claim and bill a third party medical or necessary information to process these insurance claims.

Having read the above, I am requesting services and give my informed consent to psychotherapeutic treatment with Denise O'Doherty LPC, MSN. I also designate that I understand the limitations of confidentiality.

(client /s):

(date)

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