

CHRISTIAN COUNSELING ASSOCIATES

501 East 15th Street, Suite 102
Edmond, Oklahoma 73013
(405) 285-9880

Following is a listing of our office **Policies, Fees, and Procedures. Please read and sign at the bottom.**

- Office Fees:

45 to 60 minute session	\$100.00-\$150.00
Off site consultation (per hour)	\$150.00
Phone Consultation:	
5 to 15 minutes	\$30.00
16 to 30 minutes	\$50.00
31 to 45 minutes	\$80.00
46 to 60 minutes	\$95.00
Testing	See Testing Fee Schedule
Missed appointment or late cancellation	Session Cost
Written Report	Cost of Therapist's Time
Court Appearance (minimum 4 hours @ \$150/hour)	\$600.00

- Payment for services is due when services are rendered. Counseling fees are on a sliding scale based on the ability to pay at the time services are rendered.
- **All missed appointments (no shows) will be charged a fee equal to the cost of one session unless cancelled 24 hours prior.** Insurance cannot be billed for missed appointments.
- Every individual is unique, and there is no set length of time for counseling to be successful. Be assured that your counselor will not keep you coming in for sessions that are not needed.
- It is important to realize that counseling can aggravate an already stressful situation. Mood changes, irritability and other unusual reactions may be a sign that counseling is being productive.
- Our counselors make their own appointments. We have an answering service so that we may be reached 24 hours a day. If you need to contact a counselor after hours, call **285-9880** and leave your name and phone number with the answering service and they will notify the counselor so that they can call you back as soon as possible.
- Your right to privacy and confidentiality is important to us and all records, notes, and files will be kept secure. Information obtained through counseling will **not** be available to anyone else unless:
 - 1) You give permission by signing a consent form
 - 2) A court so orders
 - 3) An emergency exists which could result in danger to your life or the life of another.
- The counselor or the client may terminate counseling at any time. If you go 6 weeks without being seen, unless arrangements have been made otherwise, we will consider therapy terminated and your file will be closed.

I have read these policies, considered them carefully, asked any questions that I needed to, and understand them.

Client Signature

Date

Witness

Date