

Katie Cashin Therapy

Informed Consent and Counseling Services Agreement

Training

Master of Science in Pastoral Counseling, Loyola University, Maryland
Nationally Certified Counselor (NCC)
Licensed Clinical Professional Counselor, Lic. #: LC5759
LGPC Approved Supervisor

Counseling Philosophy

Counseling is a collaborative process that requires engagement and openness on both the part of you, the client, and me, your therapist. During our initial session we will discuss my approach to therapy and how this plays into each appointment.

Appointments & Payment

Most of our sessions will be one "clinical hour," which is 52 minutes. The fee for these sessions is \$125.00. I also provide 45 minute sessions for \$100.00 and 90-minute sessions for \$175.00. 90-minute sessions are not covered by insurance and 45-minute sessions are an option for all but our initial intake session. If we are using a sliding scale fee, this will be noted here: _____ . I accept cash, check, and credit card (either in session or online via my website, KatieCashin.com.) Checks may be made payable to Katie Cashin.

Please note that there will be a \$25 service charge for returned checks.

Appointment Cancellation Policy

A \$75 out-of-pocket (not paid by insurance) fee will be charged for any non-emergency cancellations within 24 hours of a scheduled appointment.

Emergency cancellations include:

- Immediate family medical emergency requiring hospital or doctor's visit
- Illness of client or client's dependents
- Unexpected car/transportation issues

Emergency cancellations **do not** include:

- Childcare cancellations- Children are welcome to stay in our waiting room through a parent's session.
- Traffic
- Work/Class running late

Two emergency cancellations are allowed every six months of therapy. After these, the client has the choice to refer out of therapy or pay a \$75 out-of-pocket fee for all following emergency cancellations within the six month period.

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Paper Work

A \$25 service fee will be charged for any client paperwork I am required to fill out. If this service is reimbursed by insurance the fee will not apply. For paperwork that is more than 5 pages, a \$50 fee will be charged.

Transferring a client's psychotherapy notes to another provider is provided at no charge.

Email Therapy and Phone Check-In

I do not charge a fee for scheduling or cancellation email exchanges. If you would like to add email therapy onto your in-office/teletherapy sessions the fees are as follows:

- 1 email /week (1 message sent, 1 message response): \$50/month
- 2 emails/week (2 sent, 2 response): \$95/month

If this add-on service is requested, fee is charged whether client sends emails or not.

I do not charge a fee for initial consult or scheduling/cancellation-related phone calls. If you would like to add weekly phone check-ins to your in-office/teletherapy sessions the fees are as follows, I charge a \$150 monthly fee for one 15/minute phone session per week. **If this add-on service is requested, fee is charged at the beginning of each month and there are no refunds for cancellations on the client's end when rescheduling is not possible.**

Confidentiality

The counseling relationship heavily relies on an agreement of confidentiality. However, this agreement is limited by law. All mental health professionals are required by law to suspend confidentiality if there is a clear indication that a client may cause harm to self or others. Mental health professionals must also report any physical/sexual abuse and/or neglect of any person under 18 years of age, the elderly, or impaired. If other confidential information is requested for release, you will be asked to sign a release of information form.

Contacting Me

I may be contacted by phone at 443.718.0496. It is my policy to return all voicemails within 24 hours during the week and by the first business day proceeding a weekend.

Legal Testimony

I do not testify in court or any other proceedings, including but not limited to: divorce, custody disputes, injuries, lawsuits, etc.

I do not disclose therapeutic records.

