

Informed Consent for Psychotherapy

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INFORMED CONSENT FOR PSYCHOTHERAPY

Welcome to Rutti Counseling & Consultation, LLC. It is our primary goal to perform ethical and supportive treatment for each of our clients. This form contains important information about our professional and clinical policies. Please read it carefully. Your signature indicates a mutual agreement between us.

Clinical Services: Clinical therapy includes benefits as well as risks. Risks include the experience of difficult and uncomfortable feelings. Please keep in mind that you may feel worse before you start to feel better. Benefits may include a reduction in distress, improved interpersonal relationships, and greater individual management of stress. There are no guarantees about the outcome of therapy. We expect you will contribute and participate in sessions and follow-through with treatment recommendations to work toward treatment goals. If at any time either of us feels that we are not a "fit," we will have a discussion about treatment barriers, and referrals will be discussed and evaluated.

Intake: Your initial session will consist of a clinical assessment and discussion/development of treatment goals. Treatment modalities that we use in practice will be discussed. If you choose to continue treatment, a follow-up session will be scheduled to begin to work toward your goals.

Appointments: We provide individual, family, and couples sessions by appointment only. Session appointments are 45min-60min in length. Additional "intensive" sessions may be scheduled dependent on treatment needs, and the length of time may vary. You are responsible for attendance on time for your scheduled appointment. If you are more than 15 minutes late, that appointment may be forfeited and considered a no show or late cancel. We require 24 hours' notice for canceled appointments. If an appointment is canceled with less than the required notice or if you do not show up for your appointment time, you will be charged a fee of \$75 (excludes Medicaid clients). Each client is allotted one late cancel/no show per calendar year. Clients that accrue three (3) or more no-show or late cancellations within one calendar year may be subject to discharge.

Professional Fees: Our professional rate for an intake appointment is \$150, a therapy session is \$130, and a family session is \$150. If you have insurance, we will bill your insurance provider for services. It is your responsibility to contact your insurance carrier prior to the first session to determine if you will owe a copayment or deductible for services. Fees will be collected at the time of service and can be made through cash, check, or credit/health savings cards. Credit card payments are accepted through Simple Practice, and an auto-pay option is available. Statements for payments due are available and may be mailed if fees are due on your account. If payment is not received by 3 months past the date due, your account may be sent to a collection agency. In addition, we charge a prorated fee for services outside of individual/family sessions. Our fee for the preparation of documents, attendance at requested meetings and communication with legal counsel is \$100/hour. If involvement in a court case includes attendance at or testifying in a hearing, you will be required to pay for the professional time required. Phone calls that last over 15 minutes will be charged at a rate of \$50/hour.

You can access your billing history and invoices through your client portal in Simple Practice. Please note that if a copayment, coinsurance, or deductible amount is not entered into your billing profile, you may receive an initial invoice of \$0 when your insurance claim is sent to the insurance company. After the insurance payment has posted, a second invoice will be sent with any patient responsibility that is due. To avoid built up out of pocket expenses, please contact your insurance company prior to your first session to find out your patient responsibility and enter that in your billing profile in Simple Practice or alert your clinician to the matter.

Insurance: We are in-network for most major insurance carriers. Please be advised that most insurance companies require disclosure of your primary diagnosis for compensation of services. At times, insurance carriers may request additional information about your treatment to determine the clinical necessity for care. By signing this agreement, you give consent for us to communicate the requested information to your provider as well as the policyholder/person responsible for payment. If you wish to waive your use of insurance and pay an out of pocket rate, please let your clinician know at intake and you will be required to sign a waiver of insurance form. RCC contracts with C West Consulting and Billing LLC for billing support and you may receive communication from this company.

Medical Records: We are required to keep appropriate records of the services that we provide. RCC uses Simple Practice for electronic record keeping. Any paper documentation of case records are stored in a secure location in our office. Except in cases of potential harm, you have a right to your case record. You also have a right to the release of your record to other professional providers with a signed release of information and request. Please note there is a fee of \$100/hour for the preparation and release of records. If there is an emergency and we are no longer able to provide you treatment, your records can be obtained from Lisa Hayes, LISW-S 614-398-1283.

Consultation: Suzi Rutti, LISW-S is the owner of Rutti Counseling & Consultation, LLC. All clinicians that work in the practice obtain regular supervision from Suzi. In addition, colleagues may participate in case consultation as clinically necessary. Current employees and colleagues of the practice include Suzanne Rutti, LISW-S, Rachel Heiser, LSW, Brooklyn Armstead, LSW, Lauren Sullivan-Strain, and Kimberly Johnson-Smith, LISW-S. Lauren Sullivan-Strain and Brooklyn Armstead are directly supervised by Suzi for dependent licensure. Current associates of the practice include Tammy Moore, LISW-S, and Lisa Hayes, LISW-S. If you have a conflict of interest with any members of the practice, please let your clinician know.

Confidentiality: Your information will be kept confidential as outlined in the additional documentation that you have signed, entitled "HIPAA Notice of Privacy Practices."

Contacting us: We are available to clients by telephone and email. Secure messaging is available through your client portal in Simple Practice and is the preferred method of communication with your clinician. If you choose to communicate with us through unencrypted email or text, you acknowledge that there are limits to

what can be kept confidential over the Internet. Texting and email will only be used to communicate about appointment times, cancellations, and logistical concerns. Treatment issues will not be addressed through text or email. Please call your clinician directly or discuss it within your therapy sessions. We are often not immediately available by telephone or outside of business hours. We encourage the use of your support system and coping strategies to manage stress outside of scheduled appointment times. If at any time you feel that you cannot wait for a return phone call or keep yourself safe, please contact:

1. Netcare Access at 614-276-2273 or Suicide and Crisis Hotline at 988
2. Call 911
3. Attend your nearest emergency department

Client engagement: Clients are expected to maintain participation and engagement in treatment with their clinician. This includes scheduling appointments as clinically indicated or necessary. If an extended period of time lapses without contact or scheduling, you may be at risk of discharge.

Statement of Inclusivity: Rutti Counseling & Consultation offers a space for all clinicians, staff, and clients to openly discuss and explore individual attitudes, beliefs, values and behaviors. We are committed to ongoing cultural humility and the affirmation of all individuals. We believe in a healing-centered approach to working with all clients. Services at RCC are available to every person regardless of race, ethnicity, gender identity, gender expression, national origin, class, ability status, natal sex, military status, spiritual practice, marital status, sexual orientation or citizenship status.

Other Rights: If at any time you are unhappy with any aspect of your treatment, we hope that you will discuss your concerns with your clinician. These concerns will be handled with care and respect. You may end your therapy or request outside referrals at any time. You have the right to safe, respectful, and considerate care, without discrimination as to race, ethnicity, gender, sexual orientation, age, religion, national origin, or source of payment. You have the right to ask us questions about your treatment and our specific training and expertise. You have the right to expect that your clinician will provide ethical treatment and will not engage in inappropriate social or sexual relationships with any of their clients. If you feel that your concerns have

not been adequately addressed, you may contact Suzi Rutti, LISW-S at (614) 398-1927 or contact the State of Ohio Counselor, Social Worker and Marriage and Family Therapy Board at 77 S. High St, 24th Floor, Room 2468 Columbus, OH 43215; (614) 466-0912.

Client Rights: You have the right to:

- Be treated with respect
- A safe environment free from sexual, physical, and emotional abuse
- Inclusion in your treatment goals and plans for treatment
- Ask questions about our policies, practice, and expertise
- Disclosure of all fees and costs
- Have your information kept confidential per HIPAA privacy practices
- Referrals for appropriate resources and treatment
- Inquire about your treatment progress
- Terminate treatment at any time

CONSENT TO TREATMENT

BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.