

## **ASSOCIATE THERAPIST DISCLOSURE**

Center for Child and Family Therapy

**Autumn Russell, LSWAIC**

Washington License No. SC61315907

### **Purpose of Disclosure Statement**

This statement provides information about me and my treatment methods to better help you understand if I best suit your needs. Every client has the right to choose a practitioner and treatment modality that best suits their needs. Please read the following information and discuss any concerns with me or the office staff.

### **Education and Experience**

I received a Master of Social Work degree with a clinical focus from the University of Kentucky. Before that, I received a Bachelor of Social Work from Northern Arizona University. I currently hold an LSWAIC (Licensed Social Worker Associate-Independent Clinical.) As an associate provider, I am being supervised by Jenny Fisher, LICSW, RPT-S, at Center for Child and Family Therapy. I am an active member of WPATH (World Professional Association for Transgender Health.) I adhere to the code of ethics of the National Association of Social Workers. As your therapist, I cannot have any additional roles in your life. This includes close friendship and business relationships (other than therapy.)

### **Treatment Orientation and Methods**

My therapeutic approach is systemic and strengths-based. I believe every client has unique strengths and that those strengths should be used to pave the way for goal setting and treatment. I believe the best therapeutic relationships are based on trust, understanding, and collaboration.

The duration and frequency of therapy is based largely on a client's goals and needs, as well as their schedule and the amount of time they have to dedicate to therapy. Normally, this means a weekly or bi-weekly session. This is something that we will go over as we collaborate on a treatment plan. We will use this treatment plan to check in on our progress throughout our work together and change it when necessary. Eventually, therapy will come to an end, which involves a process called termination. When you are ready to stop therapy, I ask that you agree now to one more session so that we can review our work together.

There are some risks as well as many benefits of therapy. You should think about these when making any treatment decisions. One risk might be that for a time, there may be an uncomfortable level of negative feelings. Clients may recall unpleasant memories. These feelings or memories may bother you for a while. Also, clients in therapy may have problems with people important to them. Family secrets may be told. Therapy may disrupt marital or couple relationship. Sometimes, a client's problems may worsen after the beginning of treatment. Risks like these are hopefully temporary and should be expected when people are making important changes in their lives. Finally, even with our best efforts, there is a risk that therapy may not work out as you would like. All of these should be weighed against the cost of not changing and continuing as you are.

My scope of practice includes many modalities of therapy including cognitive behavioral therapy, rational emotive behavior therapy, acceptance, and commitment therapy, and several more. My focus is on LGBTQ+ individuals of all ages. I enjoy working with clients as they explore their gender and sexuality; I have experience with gender dysphoria and preparing for social and medical transitions. I also enjoy working with teenagers and families outside of the LGBTQ+ spectrum.

## **Confidentiality with Family Therapy**

In family therapy, or when different family members are seen individually, with-out the client present, even over a period of time, confidentiality does not apply among family members. Do not tell me anything you wish to keep a secret from your family members because this will probably be discussed in our joint sessions.

## **Records**

I use Office Ally for billing and scheduling which is encrypted and HIPPA compliant. I keep all records digitally by scanning and uploading any paper/digital document into eBox. eBox storage is encrypted and HIPPA compliant. I will keep your records for 5 years after we end therapy unless I am contractually obligated by your health insurance to keep them longer. I may take notes during session and will also produce other notes and records regarding your treatment. These notes and records constitute my clinical and business records, which by law, I am required to maintain. Records are the sole property of me. You do have the right to request that I correct any errors in your file. Should you request a copy of your records, such a request must be made in writing. I reserve the right, to provide you with a treatment summary in lieu of actual records. I also reserve the right to refuse to produce a copy of your record under certain circumstances, but may, as requested, provide a copy of the record to another treating health care provider. If you have questions, please ask me.

## **Communication and Emergencies**

I would like to communicate with you electronically, preferably through email. I use 8x8 Meeting for Telehealth. I can provide more information about this service upon request. Email is not secure, nor encrypted which means it can possibly be read by others. I have found email to be more effective than calling me.

However, you can call me at 360-698-9258. At times I will be available to take your call. At other times, it will be necessary to leave a message with my voice mail, which is operational 24 hours per day and is confidential. I check my voicemail once per day Monday-Thursday and throughout the day on Friday.

## **Client e-mail Informed Consent**

### *Risk of using email*

- a. E-mail can be circulated, forwarded, stored electronically and on paper, and broadcast to unintended recipients
- b. E-mail senders can easily misaddress, and it may not be secure and therefore confidentially may be breached, which I am not liable for
- c. Back-up copies of e-mails may exist even after the sender and/or the recipient has deleted their copy
- d. E-mail can be used as evidence in court
- e. E-mail does not contain contextual information normally acquired through in-person meetings, which can lead to misunderstandings. If we have a misunderstanding, lets resolve this over the phone or in-person.

I cannot guarantee, but will use reasonable means, to maintain security and confidentiality of e-mail information sent and received. I am not liable for improper disclosure of confidential information that is not caused by my intentional misconduct. E-mail is not appropriate for urgent or emergency situations. I cannot guarantee that any particular email will be read and responded to within any particular period of time. All e-mail will be printed and filed into

the client's medical record. Clients/parents/legal guardians should not use e-mail for communication of sensitive medical information. If you would like to secure our sensitive email conversations, please let me know.

If you would like to communicate via email, I can be reached at [autumn@ccftherapy.com](mailto:autumn@ccftherapy.com)

Please initial: \_\_\_\_\_ Agree to communicate via email

\_\_\_\_\_ Disagree to communicate via email

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the communication of e-mail between the Provider and myself. I consent to the conditions and instructions outlined, as well as any other instructions that the Provider may impose to communicate with client by e-mail.

\_\_\_\_\_ initial here

Emergency phone calls of less than ten minutes are normally free. However, if we spend more than 10 minutes in a week on the phone, if you leave more than 10 minutes' worth of phone messages in a week, or if I spend more than 10 minutes reading and responding to emails from you during a given week, I will bill you on the prorated basis from our regular therapy fee \$150 per hour, for that time. If a fee is approaching, I will remind you of this well in advance.

\_\_\_\_\_ initial here

### **Appointment and Cancellation Policy**

We both agree to meet at my office and to be on time. If I am ever unable to start on time, I ask for your understanding and that you will be charged proportionately. If you are late, we will be unable to meet for the full time, because I likely have another appointment after yours and you will be charged proportionately. I require 24-hour notice for any canceled appointment. I am rarely able to fill a canceled session with-in 24 hours, so you will be charged for the missed appointment. If you do not show up and you do not contact my office by phone within 24 hours of your appointment, you also will be charged a fee for the missed appointment. Your insurance WILL NOT pay for this. The charges are as follows: \$25 for the first missed appointment \$75 for the second missed appointment \$150 for the third missed appointment. If you miss two appointments in a row or no show two appointments in a month consistently, all future appointments will be canceled, and you are responsible for initiating rescheduling. We will talk about the circumstances for missing appointments at your next session and work together to find a reasonable solution. If I do not hear from you at all in 30 days, I will consider therapy terminated and discharge you as a client. If this happens, you may restart therapy at any time.

### **Other Fees**

Any other services, such as letter writing, etc. will be calculated and prorated at \$150 per hour which will be discussed ahead of time. However, a letter of attendance for a school is available upon request for no charge.

\_\_\_\_\_ initial here

### **Litigation**

I will not voluntarily participate in any litigation, or custody dispute in which you and another individual, or entity, are parties. I have a policy of not communicating with your attorney and will generally not write or sign letters, reports, declarations, or affidavits to be used in your legal matters. I will generally not provide records or testimony unless compelled to do so.

Fees for telephone or any other consultation for legal matters will be billed at the regular therapy hour \$150 per hour. For any court appearances and or other legal matters are billed at \$250 per hour. Concerning court appearances, the time starts when the clinician leaves the office until the court, judges, or attorneys dismiss them and they

return to the office (portal to portal). This includes appearance by phone. You will not be reimbursed by your insurance company; therefore, you will be responsible for all fees. \_\_\_\_\_ initial here

**Consultation**

I sometimes consult with other professionals about my clients. This helps me provide high quality therapy. These professionals are also required to keep your information private and confidential. Your name will never be given to them, some information will be changed or omitted, and they will be told only as much as they need to know to understand your situation.

**State Requirements**

Therapists practicing counseling for a fee must be licensed with the Department of Licensing and the Department of Health for the protection of the public health and safety. Licensure of a therapist does not include recognition of any practice standards nor necessarily implies the effectiveness of any treatment. The full law and regulations can be found in RCW 18.19.

**Consent**

By signing below, I acknowledge that I have read all the above information and have received clarification as needed. I agree to the terms as stated above.

I hereby enter therapy with Autumn Russell, LSWAIC, and to cooperate fully and to the best of my ability, as shown by my signature below.

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (relationship to client)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Autumn Russell, LSWAIC

\_\_\_\_\_  
Date

Copy accepted by client  Copy accepted by additional person