

CHERYL E. DUKE, MA, NCC, LPC

CENTRAL TEXAS PROFESSIONAL COUNSELING

542 COMAL AVENUE
NEW BRAUNFELS, TEXAS 78130

(830) 629-2300

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Policies and Procedures

Confidentiality

All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without your written permission, except where disclosure is required by law:

- Suspicion of abuse or neglect to children or elderly.
- Client threatens to harm self or others.
- If I am legally compelled to testify in court and release any verbal testimony or written documentation.
- If consent is received to disclose any verbal testimony or written documentation to a third party.

Fees & Cancellations

Clients are expected to pay the standard fee of \$90.00 per hour session at the end of each session unless other arrangements have been made. Please notify me if any problems arise during the course of therapy regarding your ability to make timely payments. If your account is overdue (unpaid) and there is no written agreement on a payment plan, I reserve the right to use legal or other means (courts, collection agencies, etc.) to obtain payment.

If a cancellation is inevitable, please inform me 24 hours in advance by leaving a message at (830) 629-2300 or cduke.ctpc@yahoo.com to avoid a \$20 missed appointment fee. If a pattern of missed appointments result, I will assume you have discontinued services and will no longer hold your appointment slot.

Litigation Limitation and Court Fees

Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, it is agreed that should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you nor your attorney, nor anyone else acting on your behalf will call on me to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested unless otherwise agreed upon. If I should be called into court on your behalf, I due have a legal fee. One half day equals double session fee at a minimum of four hours, and a full day equals double session fee at a minimum of eight hours.

Please sign and date to give consent that you have read our Professional Disclosure and Policies and Procedures and agree to enter the counseling process.

Client or Guardian (Print Name)

Signature

Date

Cheryl E. Duke MA, NCC, LPC

Counselor

Signature

Date