



Grey Matters Counseling
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Dear Client:

The following information is presented for your understanding and is important and necessary for the beginning of any therapeutic relationship. In the State of Colorado, I am required to inform you of my degrees, credentials, and education, and of your rights as a client. This information along with certain policies of this practice is presented below:

My credentials and education:	NCC LPC MA BCN QEEG-D	National Board for Certified Counselors (Cert. #53893) Licensed Professional Counselor, State of CO #1513 Colorado Christian University, Counseling, 1993 Biofeedback Certification International Alliance International QEEG Certification Board
Affiliations:	ACA ISNR	American Counseling Association, Member International Society for Neurofeedback & Research

The practice of both licensed and unlicensed person in the field of psychotherapy is regulated by the Colorado Department of Regulatory Agencies. The agency within the Department that has responsibility specifically for licensed and unlicensed psychotherapists is the State Grievance Board, 1560 Broadway, Ste. 1340, Denver, CO 80202; 303-894-7766.

Your Rights as a Client:

1. You are entitled to receive information from me about my methods of therapy, the techniques I use, the duration of your therapy (if I can determine it), and my fee structure. Please ask if you like to receive this information.
2. You can seek a second opinion from another therapist or terminate therapy at any time.
3. In a professional relationship (such as ours), sexual intimacy between a therapist and a client is never appropriate and should be reported to the State Grievance Board.
4. You should understand that information provided by and to you during therapy sessions is legally confidential. If the information is legally confidential, I cannot be forced to disclose the information without your written consent.

There are exceptions to the general rule of confidentiality which are listed in Colorado statutes (see Section 12-43-218, C.R.S, in particular). You should be aware that legal confidentiality does not apply in the case of a serious potential for suicide, possible physical violence to another person, or any known or suspected instance of child abuse, which by law, must be reported to the Department of Social Services, or when a court orders information to be disclosed.

All records about your counseling will be maintained in locked files during your time in treatment. Only authorized persons (your counselor and his or her supervisor) will have access to them. At the completion of your counseling, these records will be summarized and kept on file for a period of ten years, after which they will be destroyed. Copies of your file can be sent to a qualified professional only by a written request from you. Occasionally, for the purpose of group supervision and consultation, a client's situation is discussed in our weekly staff meeting. Other consultations are done on an as needed basis.

Additional Policies of this Practice:

Timeliness: You can expect to start and end counseling sessions within five minutes of the scheduled appointment. If I am delayed further I will announce this to you in the waiting room.

24 Hour Coverage: Disclaimer: Due to my limitations at this time, I am unable to work with clients who are in crisis or at high risk. I am available only from 8:00 am to 6:00 pm, Monday through Friday. I cannot see clients on short notice, and I am not part of a full service practice group. If an emergency does occur, please call 911, or go to the nearest emergency room. I reserve the right to make an appropriate referral if I cannot serve in the capacity of the client's best interest. GREY MATTERS COUNSELING does not provide 24 hour coverage. However, we are committed to returning messages that are left within a reasonable amount of time.

Cancellations: When canceling or re-scheduling an appointment, please call at least 24 hours ahead of the scheduled time. Appointments not cancelled at least 24 hours in advance may be charged.

Phone calls and consultations: When seeking assistance by phone for clinical matters, you should expect to be charged for phone contacts over 10 minutes duration.

Billing: Clients are always responsible for their bill and payment is expected at the time of service.

Payment: Unless other arrangements are made, payment is expected at each session. A monthly statement will be mailed to you. GREY MATTERS COUNSELING reserves the right to charge 10% interest for accounts 90 days past due. GREY MATTERS COUNSELING also reserves the right to make use of a collection agency to retrieve payment after 90 days, if not otherwise negotiated. All fees for collection services will be paid by you, the client.

If you have any questions or would like additional information, please feel free to ask me about such.

I have read the preceding information and understand my rights as a client. I understand that I am financially responsible for services received from GREY MATTERS COUNSELING Service, Inc., and acknowledge receiving a copy of this document.
