

DISCLOSURE STATEMENT

This statement is being provided to you so that you are aware of your rights as a mental health client. Please read this and discuss any questions or concerns you have before signing it.

My name, address, and phone number: Ruth Ann VanDenTop, LPC,NCC. Peace of Mind Counseling Services, LLC: 300 E Horsetooth Road, Fort Collins, CO 80525. (515) 314-0353.

I earned a Masters of Education degree in the field of School Counseling and Community Mental Health Counseling from Drake University in Des Moines, Iowa. I am a licensed professional counselor with the state of Colorado. My license number is: 0015390. I am a Nationally Certified Counselor with the National Board of Certified Counselors. My certification number is: 299010. I am a Certified EMDR practitioner with the International Association of EMDR. I have received training in Somatic Experiencing from the Somatic Experiencing Trauma Institute. I have received training in hypnotherapy from the American Society of Clinical Hypnosis. I have received training in Neurofeedback from the Biofeedback Resources International Corporation. I have received training in other methods used from various workshops, college, and while working as a mental health professional for previous organizations.

The Colorado Department of Regulatory Agencies has the general responsibility of regulating the practice of licensed psychologists, licensed social workers, licensed professional counselors, licensed marriage and family therapists, license school psychologist practicing outside the school setting, and unlicensed individuals who practice psychotherapy. All questions and/or complaints should be addressed to: Department of Regulatory Agencies, Mental Health Section, Board of Psychologist Examiners, 1560 Broadway, Suite 1350, Denver, Colorado 80202, (303) 894-7800.

Client rights and important information:

- The information provided by and to you as the client during the therapy sessions is legally confidential. Since the information is legally confidential, I cannot disclose any of your information without your consent.
- There are exceptions to the general rule of legal confidentiality. These exceptions are listed in the Colorado statutes (C.R.S. 12-43-218). You should be aware that provisions concerning disclosure of confidential communications shall not apply to any delinquency or criminal proceedings, except as provided in section 13-90-107 C.R.S. Confidentiality may also be waived in the event of physical abuse and/or neglect of a child, including any past or present sexual contact with a minor. All therapists are required by law to report such instances to the Denver Dept of Social Services. Additionally, in the event of imminent danger to yourself or another person, I am required by law, to protect you, which may result in you being hospitalized, and I have a duty to warn anyone who may be in imminent danger as a result of your threats or frame of mind.
- As to the regulatory requirements applicable to mental health professionals:
 - A Registered Psychotherapist is a psychotherapist listed in the State's database and is authorized by law to practice psychotherapy in Colorado, but is not licensed by the state and is not required to satisfy any standardized educational or testing requirements to obtain a registration from the state.
 - A Certified Addiction Counselor I (CAC I) must be a high school graduate or equivalent, complete required training hours and 1,000 hours of supervised experience.

- A Certified Addiction Counselor II (CAC II) must be a high school graduate or equivalent, complete the CAC I requirements, and obtain additional required training hours, 2,000 additional hours of supervised experience, and pass a national exam.
- A Certified Addiction Counselor III (CAC III) must have a bachelor's degree in behavioral health, complete CAC II requirements, and complete additional required training hours, 2,000 additional hours of supervised experience, and pass a national exam.
- A Licensed Addiction Counselor must have a clinical master's degree, meet the CAC III requirements, and pass a national exam.
- A Licensed Social Worker must hold a master's degree from a graduate school of social work and pass an examination in social work.
- A Licensed Clinical Social Worker must hold a master's or doctorate degree from a graduate school of social work, practiced as a social worker for at least two years, and pass an examination in social work.
- A Psychologist Candidate, a Marriage and Family Therapist Candidate, and a Licensed Professional Counselor Candidate must hold the necessary licensing degree and be in the process of completing the required supervision for licensure.
- A Licensed Marriage and Family Therapist must hold a master's or doctoral degree in marriage and family counseling, have at least two years post-master's or one year post-doctoral practice, and pass an exam in marriage and family therapy.
- A Licensed Professional Counselor must hold a master's or doctoral degree in professional counseling, have at least two years post-master's or one year postdoctoral practice, and pass an exam in in professional counseling.
- A Licensed Psychologist must hold a doctorate degree in psychology, have one year of post-doctoral supervision, and pass an examination in psychology.

- 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 would like to receive this information.
- In a professional relationship (such as ours), sexual intimacy between a therapist and a client is never appropriate and should be reported to the board that licenses, registers, or certifies the licensee, registrant or certificate holder.
- You can seek a second opinion from another therapist or terminate therapy at any time.

Fee Information:

My standard fee is \$150 for a 50-minute session. I request payment or copayment by check or cash at the time service is rendered. If checks are returned due to insufficient funds, a \$25 fee will be charged to you. Meetings with auxiliary medical or legal consultants either by phone or in person and report writing will be billed at my standard fee. If payment is in arrears more than 90 days and a fee payment schedule cannot be agreed upon, your account will be turned over to a collection agency, an attorney, or small claims court.

Missed appointments and cancellations:

If you are unable to keep an appointment, please notify me as soon as possible. If you cancel or miss an appointment without giving me 24 hours notice, you will be billed 50% fee for the session.

Telephone calls:

If you need to speak to me between regularly scheduled sessions, please leave a message and I will return your call as soon as possible. Telephone calls for the purpose of scheduling are expected and are not billed. I do not charge for brief conversations but any discussion that goes beyond 10 minutes, or more than three 10 minute discussions per week will be billed to you on a prorated basis. I am generally available between the hours of 8am and 7pm, Monday through Friday. If an emergency arises after those hours, please call 911 or go to the nearest available emergency room.

Health Information Privacy Notice (HIPAA):

By signing this disclosure you acknowledge receipt of the HIPAA policies for your review. Once you have reviewed these policies, please return a signed copy to me. You are not required to sign this notice to receive treatment. Please verbally inform me if you elect to not sign the notice. If you have any questions or would like additional information, please feel free to ask me.

I have read the preceding information, it has also been provided verbally, and I understand my rights as a client/ patient.

Client/Patient Signature

Date

Parent/Guardian Signature

Date

Ruth Ann VanDenTop, LPC, NCC

Date