

**STEPHANIE ELLIS ECKE, LPC, LCDC**  
10918 Vance Jackson, Ste 101, San Antonio, TX 78230  
210-287-4002

Dear Client

The client counselor relationship is unique and for the time we spend together to be maximized each of us should be aware of our rights and responsibilities. Communicating a mutual understanding of what is expected in a relationship and then each of us living up to it is therapeutic in itself. Your signature at the bottom of this form signifies that you have read and understand the professional relationship and mutual responsibilities between the counselor and the client.

### **Reading and Understanding Counselor Policies**

This is a service agreement between counselor and client and contains important information regarding the professional services and business policies of Stephanie Ellis Ecke, LPC (Life Transformation Coaching and Counseling, INC) Please read it carefully. We will be pleased to discuss any and all of these policies with you. Prior to initiating services you will be required to sign the last page of this document and return it to Stephanie Ellis Ecke, LPC, indicating that you have read it and understand our service agreement. You may request a copy of this agreement for your records.

### **Clinical Services**

Typically a client calls a therapist for services when his or her life or relationship has become unworkable in some way, and/or they are experiencing some type of distress. Sometimes clients have an idea why things aren't working and sometimes they don't. Whatever is going on, a licensed therapist is trained to help people understand what is going on and together they can create a path to lessen or end the distress. This treatment plan should be something both client and therapist agree on. If you have any questions about the recommended course of treatment, Stephanie will be happy to discuss it with you.

### **Therapy**

Psychotherapy is not easily described. It varies depending on the personality of both the therapist and the client and the particular problem one is experiencing. Therapy is an interactive process which requires an active effort on both the part of you and the therapist. In order to be successful, you will have to work both during our sessions and possibly at other times in between sessions (homework). Psychotherapy (including RIM Therapy) has both benefits and risks. Risks sometimes include experiencing some unpleasant feelings, or perhaps recalling some unpleasant aspects of your life history. Psychotherapy has been shown to have benefits as it can lead to significant reduction of feelings of distress, improved relationships and

resolution of unresolved grief and long-standing trauma. However, there are no guarantees of potential outcomes.

### **Confidentiality**

I have an ethical as well as legal responsibility to you, the client to maintain strict confidentiality. Everything discussed in therapy sessions is strictly confidential except in cases where the therapist believes you might harm yourself, someone else, or if child or elder abuse is suspected. In these cases, the therapist is required by law to file a report to the appropriate authorities.

### **Payment for Services**

Stephanie Ellis Ecke, LPC agrees to see you for mental health counseling (psychotherapy) at a rate of \$165 per 50 min session. RIM session –75 min: ), \$200 for couples and \$250 for families per therapeutic hour (50 minutes). (Rim Sessions usually run 75-90 minutes).

**Payment is expected at the time of service. We accept checks, credit cards or cash**

### **Missed Appointments**

Appointments are scheduled at intervals agreed upon by the therapist. If a scheduled appointment must be changed please contact my office as soon as possible. I require 24 hours cancellation notice **OR YOU WILL BE CHARGED THE FULL SESSION FEE.** The 24 hours cancellation notice gives me enough time to change my appointment schedule. A lack of 24 hours' notice does not allow me ample time to fill the missed space in my schedule. If you are ill and must miss an appointment, or experience a dire personal emergency, you will be charged a \$50 emergency cancellation fee.

**Please note that contact outside the office (phone, texting or emailing) that exceeds ten minutes of my time will incur a charge and will be billed at the normal rate.**

### **Crisis Policy**

If you have a crisis during business hours, Stephanie will make every effort to fit you in. If for any reason the counselor is unavailable and you experience a crisis outside of business hours, please call 911 or go to your nearest emergency room.

### **Finally**

By signing this form, you agree that you have read and understand these policies. You also agree that you are financially responsible for any fees that are accrued by yourself or members of your family, including dependents who may or may not be over the age of 18, while under the care of Stephanie Ellis Ecke, LPC.

**\*Except in the case of gross negligence or malpractice, I or my representative(s) agree to fully release and hold harmless Stephanie Ellis Ecke, LPC, LCDC and the RIM Institute from and against any and all claims or liability of whatsoever kind or nature arising out of or in connection with my session(s).**

For credit card payment or for missed appointment fees, I authorize Stephanie Ellis Ecke to charge sessions on the following card:

**Credit card #** \_\_\_\_\_

**3 Digit Security Code on back** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**Signature**

**Date** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**Signature Spouse/partner (for couples counseling clients only)**

**Date** \_\_\_\_\_

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