

PROFESSIONAL DISCLOSURE AND ADMISSIONS FORM

QUALIFICATIONS AND EXPERIENCE

I am a Texas Licensed Professional Counselor and Supervisor (06991), a Licensed Chemical Dependency Counselor (2077) and an Alcohol and Drug Abuse Counselor III, diplomat status (1512-0384). I now have over 40 years experience working as a professional counselor in many different capacities. I am both well trained and have experience in most issues related to mental, behavioral health and addictions. Specialty areas include working with adults, adolescents and families coping with abuse or addiction issues, depression, bipolar disorder, borderline personality symptoms, codependency, caregiving, aging, health concerns, anxiety and trauma. During our first session together we will be determining if I am the right counselor for you to be working with.

CONSENT TO TREATMENT

This client authorizes Pamela Gates to perform mental, behavioral health or addiction counseling.

If the client is a child under age 18, the parent or legal guardian consent for the child to receive counseling services from Pamela Gates. There will be periodic parent consultations during which information will be given regarding the progress of therapy. During these consultations the parents or guardians and I will be discussing what can be done to assist the child in making positive, healthy changes. Parents are encouraged to respect their child's confidentiality and privacy. Parents may be assured that I will encourage your child to share critical information and feelings with you.

APPOINTMENTS

I offer a free phone consultation to discuss what your needs are and determine if you feel comfortable talking with me. Sessions run 50 minutes in length unless we make arrangements for more or less time. We will agree upon days and times that we will meet and how often.

CANCELLATION POLICY

When you schedule an appointment, that time is reserved for you. If you cannot attend your appointment, please call and cancel at least 24 hours in advance and there will be no charge. With shorter notice, you are agreeing to pay for the time you reserved, and you will be charged a "no show/cancellation fee". This fee is not covered by insurance policies so please let me know if you can't keep

PAMELA GATES MA, LPCS, LCDC, ADCIII

an appointment. Emergency situations can be discussed and exceptions can be made.

PROFESSIONAL FEES

Professional Fees are discussed in our first contact and detailed in the Payment Consent Form which we will discuss before or at our first session. I ask that you provide credit card information on that form. As a Telemental Health Provider, this is how I collect my fees or copays. Payment is due at the end of each session. The Payment Consent Form will also identify fees for “no show/ cancellation”. That fee will be taken from your credit card on file at the end of the business day in which there is a no show or cancellation. A \$35.00 fee will be due for returned checks. Any court costs will be the responsibility of the client.

INSURANCE

I am currently an in network provider for Blue Cross Blue Shield PPO and Advantage Plans. All other plans I am an out of network provider. If you have an insurance plan, that plan should be contacted directly to obtain their policies regarding mental health coverage, procedures for reimbursement, and the percentage they will reimburse you.

CONFIDENTIALITY

All communication between counselor and client are kept confidential with the following exceptions:

- *disclosure of child or elder abuse in the past or the present
- *if I determine that you are a danger to yourself or others
- *in the event that client records (verbal or written) are subpoenaed by court
- *in the event a client is in need of emergency medical services

I am the designated HIPPA safety assurance person for my private practice. I will conform to all state and federal billing laws concerning electronic and mail billing practices. Please refer to the Notice of Privacy Practices.

HOW TO FILE A COMPLAINT

Anyone who wishes to file a complaint against a healthcare professional in the state of Texas may contact:

PAMELA GATES MA, LPCS, LCDC, ADCIII

Texas Behavioral Health Executive Council

George H.W. Bush State Office Building

1801 Congress Ave., Ste. 7.300

Austin, Texas 78701

Main Line (512) 305-7700

Investigations/Complaints 24-hour, toll-free system (800) 821-3205