



Progression Counseling Group (A Company of Hillary Schultz Therapy, LLC)

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ADDITIONAL OFFICE POLICIES

Preferred Method of Contact/Interacting: We ask that you contact us by phone or email only. Please do not text message us as that is not a secure form of communication. If you choose to communicate with us by email, be aware that all emails are retained in the logs of your and my internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the internet service provider. Please know, all communication between you and your clinician will be documented in your treatment record.

Please do not use messaging on Social Networking sites such as Twitter, Facebook, or LinkedIn to contact your clinician or other staff at the practice. These sites are not secure and we may not read these messages in a timely fashion. Engaging with staff this way could compromise your confidentiality. It may also create the possibility that these exchanges become a part of your legal psychotherapy record and will need to be documented and archived in your chart.

If staff or your clinician see you in public, please know, they may not acknowledge you. This is, of course, not because they don't like you, but instead, to protect your confidentiality. If you choose to acknowledge us, of course we will briefly say hello, or waive, before moving on.

Infectious/Communicable Issues: It is a policy of Progression Counseling Group that if any client is currently suffering from/dealing with a communicable or infectious issue (ie, COVID, contagious illness, scabies lice, bed bugs, etc.), the client may not attend in-office sessions, and must have infectious/communicable issue treated and rid, prior to returning to the office. This policy is for the safety of other clients, staff and building tenants/guests. If you are ill and would like to maintain your scheduled appointment, please talk with your therapist who can arrange a virtual session.

Litigation Limitation: 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, State or Federal disability claims, etc.), neither you (client) nor your attorney, nor anyone else acting on your behalf will call on Progression Counseling Group to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested. No party shall attempt to subpoena testimony or records for a deposition or court hearing of any kind for any reason. Therefore it is understood by all parties that if they request services, they are expected not to use information given to the therapist during the therapy process for their own legal purposes or against any of the other parties in a court or judicial setting of any kind. However, if an appearance at court on your behalf is

required by law and you have signed a release form allowing this, the fee is **\$3,500** per day (regardless of time spent) to reserve the therapist's time and must be paid in full 30 days prior to the expected court date. Additional cost for estimation preparation, cost of company legal counsel, and travel time will be required to be paid full as well. It is agreed that if a clinician is summoned to appear in court, paying the fee does not mean favorable testimony. It should be understood that clinicians at the practice are not qualified to provide court assessments or opinions and will decline to answer questions related. If a client is involved in or anticipates being involved in any court matter, it should be discussed with the therapist. Considering all of the above exclusions, if it is still appropriate, upon your request, Progression Counseling Group will release information to any agency/person you specify unless Progression Counseling Group concludes that releasing such information might be harmful in any way.

Consultation: The clinicians at Progression Counseling Group consult regularly with other professionals as required by licensure regulations regarding patients; however, the patient's name or other identifying information is never mentioned. The patient's identity remains completely anonymous, and confidentiality is fully maintained.

Social Media: We do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, Instagram, etc). We believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up and we can talk more about it.

Our reasoning is that we believe casual viewing of clients' online content outside of the therapy hour can create confusion in regard to whether it's being done as a part of your treatment or to satisfy my personal curiosity. In addition, viewing your online activities without your consent and without our explicit arrangement towards a specific purpose could potentially have a negative influence on our working relationship. If there are things from your online life that you wish to share with us, please bring them into your sessions where you and your clinician can view and explore them together, during the therapy hour.

Use of Search Engines: It is NOT a regular part of our practice to search for clients on Google, Facebook, or other search engines. What you want us to know, you can tell us and/or show your clinician during our sessions. Extremely rare exceptions may be made during times of crisis. If your clinician has a reason to suspect that you are in danger and you have not been in touch with them via our usual means (coming to appointments, phone, or email) there might be an instance in which using a search engine (to find you, find someone close to you, or to check on your recent status updates) becomes necessary as part of ensuring your welfare. These are unusual situations and if we ever resort to such means, we will fully document it and discuss it with you when we next meet.

Business Review Sites: You may find our counseling practice on sites such as Yelp, Healthgrades, Yahoo Local, Bing, or other places which list businesses. Some of these sites include forums in which users rate their providers and add reviews. Many of these sites comb search engines for business listings and automatically add listings regardless of whether the business has added itself to the site. If you should find our listing on any of these sites, please know that our listing is NOT a request for a testimonial, rating, or endorsement from you as our client. It is unethical for us to solicit testimonial from clients. We urge you to take your own

privacy as seriously as we take my commitment of confidentiality to you. You should also be aware that if you are using these sites to communicate indirectly with us about your feelings about our work, there is a good possibility that we may never see it. Some of the information on these sites are outdated and/or incorrect.

If we are working together, we hope that you will bring your feelings and reactions to our work, directly into the therapy process. This can be an important part of therapy, even if you decide we are not a good fit. None of this is meant to keep you from sharing that you are in therapy with me wherever and with whomever you like. Confidentiality means that we cannot tell people that you are our client and my Ethics Code prohibits me from requesting testimonials. You are more than welcome to tell anyone you wish who your therapist is, or how you feel about the treatment we provided to you, in any form of your choosing. If satisfied, we do however, appreciate your referring your friends and family for services with us.

Emergency Mental Health Crisis: If you are in need of immediate, emergency mental health care or in need to talk to someone immediately please go to your local emergency room or call your local law enforcement office (ie, police or sheriff) by dialing 911. Progression Counseling Group provides the lowest level of psychotherapy care and does not offer emergency, crisis or stabilization services.

I have reviewed this policy and agree:

Client signature

Date