



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

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## **ADDITIONAL OFFICE POLICIES**

**Preferred Method of Contact:** 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.

**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. In-person sessions are available to those clients who are fully vaccinated and boosted against COVID 19. Confirmation of vaccination status is required. Virtual appointments are available to anyone who is not vaccinated. 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.

**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:

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Client signature

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Date