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## **Policies and Procedures & Informed Consent**

I, \_\_\_\_\_, understand that Jenny Tanis, LMSW of Jenny Tanis Counseling & Yoga, LLC is a separate entity from Grand Rapids Natural Health, LLC and conduct separate practices from each other. Jenny Tanis rents space from Grand Rapids Natural Health, LLC. Grand Rapids Natural Health, LLC exercises no control over the practice of Jenny Tanis. I will not hold Grand Rapids Natural Health, LLC responsible for any actions or inactions of Jenny Tanis.

### **Therapist – Client Responsibilities**

Jenny Tanis is committed to using her professional expertise to help you with whatever concerns you bring to counseling or come up during sessions. We will, together, establish your counseling/therapy goals and will clarify these goals from time to time.

Please read the following carefully and discuss any questions with Jenny Tanis prior to signing. You will receive a duplicate copy.

### **Appointments**

Your appointment time is being reserved for you and is scheduled according to your counseling/therapy needs and appointment availability. Initial appointments are 75 minutes long. Standard appointments are 60 minutes long.

### **Telephone Calls/Availability**

When Jenny Tanis is *not in the office*, you may contact the office telephone number: **616-264-6556** and leave a message with the answering services. Your call will be returned as soon as possible. Jenny Tanis checks her messages during the daytime only.

If an emergency arises, indicate it clearly in your message. If you need to speak with someone immediately, you may call one of the following numbers:

- United Way First Call for Help – 211
- Pine Rest Christian Mental Health Services – 24 hour hotline- 1-800-678-5500
- National Suicide Prevention Hotline – 1-800-784-2433
- National Domestic Violence Hotline – 1-800-799-SAFE
- YWCA Sexual Assault Confidential Crisis Line – 616-776-7273
- Network 180 – 616-336-3765

## **Cancellations**

Late cancellations or no-show appointments will be charged 50% of the appointment fee. It is requested that if you must cancel your appointment, you provide more than 24 hours' notice. Cancellation fees are not billable to your insurance. Please see the enclosed Cancellation Policy.

A cancellation is considered to be late when the appointment is canceled without a 24-hour advance notice. A "no-show", is a patient who misses an appointment without canceling it. This includes arriving 15 minutes after your scheduled appointment time. Any occurrence of a late cancellation or a "no-show" within 24 hours will be subject to a fee of 50% of the visit.

It is understood that special unavoidable circumstances may cause you to cancel within 24 hours. Fees in this instance may be waived but only with management approval.

## **Fees and Insurance**

Jenny Tanis' fees are as follows:

- \$130 – Initial Family Session (75 minutes)
- \$100 – Standard Family Session (60 minutes)
- \$110 – Initial Individual Session (75 minutes)
- \$80 – Standard Individual Session (60 minutes)

The expectation is that all fees will be paid at the end of each session. Telephone conversations, site visits, writing and reading of reports, consultation with other professionals, longer sessions, travel time, court, etc. will be charged at the same rate, unless indicated and agreed upon otherwise.

At this time, Jenny Tanis is not a network provider for any insurance companies. Therefore, Jenny Tanis and/or Grand Rapids Natural Health are not responsible for submitting claims to your insurance company.

## **Office Coverage**

If Jenny Tanis is ill or have a personal emergency, you will be notified by myself or the Grand Rapids Natural Health Administration Team.

## **Statement Regarding Confidentiality**

Jenny Tanis is required to follow the privacy requirements under the Health Insurance Portability and Accountability Act (HIPAA). She does respect your privacy and will only release medical information about you as permitted or required by law. Jenny Tanis is an independent contractor of Grand Rapids Natural Health and will uphold the privacy practices stated in the Grand Rapids Natural Health Notice of Privacy Practices.

By signing this form, you acknowledge that you have received a copy of the Grand Rapids Natural Health Notice of Privacy Practices. You understand that Jenny Tanis agrees and upholds Grand Rapids Natural Health's privacy practices as stated in the Grand Rapids Natural Health Notice of Privacy Practices.

The contents of counseling sessions are confidential. Jenny Tanis will not release any information without a signed *release of information* form, except as required by law. The following exceptions are below:

- *Duty to Warn and Protect:* When a client discloses intentions of plans to harm herself, himself, or another person, Jenny Tanis is required to report this information to the appropriate authorities, act to protect the intended victim, and attempt to notify the family of the client.
- *Abuse of Children or Vulnerable Adults:* Jenny Tanis is required to make a report if a client states or suggests that he or she is abusing a child or vulnerable adult, or has recently abused a child or vulnerable adult, or is in danger of abuse.
- *Prenatal Exposure to Controlled Substances:* Jenny Tanis is required to report admitted prenatal exposure to controlled substances that are potentially harmful to the unborn child.
- *In the Event of a Client's Death:* In the event of a client's death, the spouse, partner, or parents of the deceased client have a right to access all the client's records.
- *Professional Misconduct:* Professional misconduct by another health care professional must be reported and Jenny Tanis may be required to release related records to substantiate disciplinary records.
- *Court Orders:* Jenny Tanis is required to release client records when a court order has been placed.
- *Minor Guardianship:* Parents or legal guardians of a minor client have the right to access the minor client's records.

In the above instances, Jenny Tanis will take all appropriate action to ensure your safety. Otherwise, Jenny Tanis may not reveal any information about you without your written permission. When insurance companies require Jenny Tanis to submit clinical information about you to authorize sessions, Jenny Tanis will do her best to make you aware of what information is being shared. Jenny Tanis has no control over the confidentiality of any information once it is disclosed outside of this office. If you have any questions about who has access to your information, please contact others to whom you have authorized information to be released.

### **Your Right to Review Records**

Both the law and the standards of Jenny Tanis' profession require that she keep treatment records for at least seven (7) years. Please note that clinically significant information from e-mails, texts, and faxes are part of the clinical records. Unless otherwise agreed to be necessary, Jenny Tanis retains clinical records only if it is mandated by Michigan law. If you have concerns regarding the treatment records, please discuss them with Jenny Tanis.

As a client, you have the right to review or receive a summary of your records at any time, except in limited legal or emergency circumstances or when Jenny Tanis assesses that release such information might be harmful in any way. In such case, Jenny Tanis will provide the records to an appropriate and legitimate mental health professional of your choice. Considering all the above exclusions, if it is still appropriate, and upon your request, Jenny Tanis will release information to an agency/person you specify unless Jenny Tanis assess that releasing such information might be harmful in any way. When more than one client is involved in treatment, such as cases of couple and family therapy, Jenny Tanis will release records only with signed authorizations from all the adults (or those who can legally authorize such a release) involved in the treatment.

### **Therapeutic Process and Scope of Practice**

Participation in therapy can result in several benefits to you, including improved interpersonal relationships and resolution of the specific concerns that led you to seek therapy. Working toward these benefits, however, requires efforts on your part. Psychotherapy requires your very active involvement, honest, and openness to change your thoughts, feelings, and/or behavior. Jenny Tanis will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. Sometimes more than one approach can be helpful in dealing with a certain situation. During evaluation or therapy, remembering or talking about unpleasant events, feelings, or thoughts can result in you experiencing considerable discomfort or strong feelings of anger, sadness, worry, fear, etc., or experiencing anxiety, depression, insomnia, etc. Jenny Tanis may challenge some of your assumptions or perceptions or propose different ways of looking at, thinking about, or handling situations, which can cause you to feel very upset, angry, depressed, challenged, or disappointed. Attempting to resolve issues that brought you to therapy in the first place, such as personal or interpersonal relationships may result in changes that were not originally intended. Psychotherapy may result in decisions about changing behaviors, employment, substance use, schooling, housing, or relationships. Sometimes a decision that is positive for one family member is viewed quite negatively by another family member. Change will sometimes be easy and swift, but more often it will be slow and even frustrating. There is no guarantee that psychotherapy will yield positive or intended results. During therapy, Jenny Tanis is likely to draw on various psychological approaches according, in part, to the problem that is being treated and her assessment of what will best benefit you. These approaches include, but are not limited to, behavioral, cognitive-behavioral, cognitive, psychodynamic, existential, system/family, developmental (adult, child, family), humanistic or psycho-educational. Jenny Tanis provides neither custody evaluation recommendation nor medication or prescription recommendation nor legal advice, as these activities do not fall within her scope of practice.

### **Treatment Plans**

Within a reasonable period after the initiation of treatment, Jenny Tanis will discuss with you her working understanding of the problem, treatment plan, therapeutic objectives, and her view of the possible outcomes of treatment. If you have any unanswered questions about any of the procedures used during your therapy, their possible risks, Jenny Tanis' expertise in employing

them, or about the treatment plan, please ask and you will be answered fully. You also have the right to ask about other treatments for your condition and their risks and benefits.

### **Termination**

As set forth above, after the first couple of meetings, Jenny Tanis will assess if she can be of benefit to you. Jenny Tanis does not work with clients who, in her opinion, she cannot help. In such a case, if appropriate, she will give you referrals that you can contact. If at any point during psychotherapy, Jenny Tanis either assesses that she is not effective in helping, you reach the therapeutic goals or perceived you as non-compliant or non-responsive, and if you are available and/or it is possible and appropriate to do so, she will discuss with you the termination of treatment and conduct pre-termination counseling. In such a case, if appropriate and/or necessary, she would give you a couple of referrals that may be of help to you. If you request it and authorize it in writing, Jenny Tanis will talk to the psychotherapist of your choice to help with the transition. If at any time you want another professional's opinion or wish to consult with another therapist, Jenny Tanis will give you a couple of referrals that you may want to contact, and if she has your written consent, she will provide essential information. You have the right to terminate therapy and communication at any time. If you choose to do so, upon your request and if appropriate and responsible, Jenny Tanis will provide you with names of other qualified professionals whose services you may prefer.

### **Social Networking and Internet Searches**

At times, Jenny Tanis may conduct a web search on clients before beginning, or during therapy. If you have concerns or questions regarding this practice, please discuss them with Jenny Tanis.

Jenny Tanis does not accept friend requests from current or former clients on social networking sites, such as Facebook. Jenny Tanis believes that adding clients as friends on these sites and/or communicating via such sites can compromise client privacy and confidentiality. For this same reason, it is requested that clients do not communicate with their clinician via any interactive or social media websites.

### **Audio or Video Recording**

Unless otherwise agreed upon by all parties beforehand, there shall be no audio or video recording of therapy sessions, phone calls, or any other services provided by Jenny Tanis.

I give Grand Rapids Natural Health permission to subscribe me to monthly newsletters and promotional deals.

Yes       No

I have read the above Policies and Procedures and Informed Consent carefully (a total of 6 pages); I understand them and agree to comply with them:

\_\_\_\_\_

Clients Name (PRINT)

\_\_\_\_\_

Client Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Clients Name (PRINT)

\_\_\_\_\_

Client Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Therapist Name (PRINT)

\_\_\_\_\_

Therapist Signature

\_\_\_\_\_

Date