



## **PRACTICE POLICIES**

### **Allison Hunnicutt, LMFT, CCTP, CSAT, CMAT-C**

In order to answer frequently asked questions by our clients regarding fees, confidentiality, services, etc., these policy statements have been developed for your information. I value you as a client and want you to be informed.

#### **Fee Policy**

Fees for counseling services are \$175 per 50-minute session and \$262 per 80-minute session. Payments are due at the beginning of each session. Cancellations need to be made 48 hours in advance; otherwise you will be billed for the full session fee.

#### **Confidentiality**

Professional ethics and Tennessee State law dictate that the client controls confidential information. This means that, as a general rule, information shared in session with a counselor will be held in confidence and cannot be disclosed to third parties. There are three exceptions to this general rule under which a counselor may disclose information without the consent of the client: (i) in the case of an emergency where the counselor believes the client is at risk of hurting himself/herself or another person; (ii) Tennessee state law requires that child or elder abuse in any form be reported to the Department of Human Services or another authority, such as a juvenile judge; (iii) if I am subpoenaed for court or served with a valid court order I may be required to disclose some confidential information.

#### **Professional Services**

I am available for counseling appointments at selected times throughout the week. If for some reason you are unable to contact me during an emergency, you may obtain assistance by calling the **Crisis Help Line at (615) 244-7444** or by **going to your local hospital emergency room**.

#### **Benefits and Risks of Counseling**

Persons contemplating counseling should realize they might make significant changes in their lives. People often modify their emotions, attitudes, and behaviors. They may also make changes in their marriages or significant relationships, such as parents, friends, children, relatives, etc. They may change employment, begin to feel differently about themselves, and may change other aspects of their lives. While I will assist clients in effecting change, I cannot guarantee a specific outcome. Clients are ultimately responsible for their own growth.

#### **Credentials**

I hold a Master's degree in Marriage and Family Therapy from Trevecca Nazarene University, and am licensed in the state of Tennessee as a Marriage and Family Therapist. I am also a Certified Clinical Trauma Professional, Certified Sex Addiction Therapist, and am EMDR Trained.

Do you have any questions about confidentiality, or other matters? Yes \_\_\_\_ No \_\_\_\_

Do you agree with the conditions and the provisions of the Practice Policies? Yes \_\_\_\_ No \_\_\_\_

Signature of responsible party:

\_\_\_\_\_

## **Non-Secure Communication Policy**

### **Email Confidentiality Agreement**

It is my normal practice to email my clients to discuss scheduling options. When communicating via email, it is important to remember that confidentiality is limited. By signing below, you are saying that you have considered and understand the limitations of confidentiality and agree that you are responsible for keeping your email account private to the extent that you desire for it to be private.

### **Text Messaging Confidentiality Agreement**

At times, I may text message my clients to inform them of scheduling changes. By signing below, you are saying that you have considered and understand the limitations of confidentiality and agree that you are responsible for keeping your text messages private to the extent that you desire for them to be private.

I, \_\_\_\_\_, allow Allison Hunnicutt to email me at this

email address: \_\_\_\_\_

and to text message me at this phone number: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_