

LaQuanda Jefferson MA., MFTI, NP  
Owner/Psychotherapist  
Familial Bonds LLC Psychotherapy and Consultation Services  
"We believe in you"

Welcome,

You have decided to embark on a powerful journey known as psychotherapy, a decision of strength and courage. Please understand the relationship between client and therapist is considered to be a sacred bond. This letter serves to inform you about the therapeutic process, give you some information and address common questions about the professional relationship between therapist and clients.

Psychotherapy cannot guarantee the successful resolution of the issues you bring into it. Human beings are far too complex and life is too uncertain. However, it is our experience as therapists that most people can gain some value from the therapeutic process.

Know that as we journey together new, often unforeseen destinations may appear. The therapeutic process may not only affect you, but also relationships, work, and other areas of life. There are alternatives and many adjuncts to psychotherapy that you may desire to consider at some point. These include, but are not limited to, medications, support groups and complimentary modalities. We will be happy to discuss any alternatives you want to consider at any time.

### **Client Responsibilities**

There are some basic responsibilities we'd like to outline for you know, just so there is no confusion going forward. We expect you to keep your appointments. Please remember that someone else may be able to benefit from your unused time slot so please take the time to reach out to us and let us know when you are not going to be able to keep our appointments. Please give our office a minimum of 24-hour notice if you must cancel an appointment; otherwise, you will be charged \$125 for this time, this is the

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standard rate for one session so if your account is a sliding fee scale account you may want to consider this. We do understand that emergencies do arise and that we have no control over them so with this in mind, please do not hesitate to reach out to us in the event that such should happen to avoid that pesky fee of a full session. Our current fee is \$125 per individual session, flat rate of \$100 for an eight-week group, and \$150 per family session. Payment for your session is due at the time of service. We accept cash various cash apps, and credit cards. Payment arrangements are discussed during your initial session.

We also charge for our time when you require written correspondence. This is billed according to the amount of time utilized with a minimum fee of \$45. This would include correspondence such as letters to other practitioners, disability applications, etc. Telephone consults are also billed at regular rates. The first 5 minutes we consider a professional courtesy to our relationship; thereafter, the time is billed at regular rates to the nearest quarter hour. Sessions are 45 to 55 minutes in length. Our appointment times are generally on the hour from 9 AM to 7 PM. However, we can make earlier and later appointments. Our front office staff will schedule our next appointment at the end of each session. We are in the office Monday through Saturday regularly, however modification at times may occur at the discretion of the company. You may reach us via telephone/voicemail during regular office hours. As our therapists are in session most of the day, they do often check voice mail and return messages several times a day, however if front staff are not available and if your call is non-urgent, we will respond as soon as possible, no later than 24 hours after receipt, for calls left after 5 PM .

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If you are in a life and death emergency situation dial 911 for assistance or go immediately to your local emergency department.

Although the client-therapist sessions will be intimate psychologically, it is important for you to understand that the client-therapist relationship is professional and not social. All contact will be limited to sessions you arrange with your therapist. Sessions are usually held in one of our offices. If you should encounter your therapist outside of the office, the therapist will speak with you only if you initiate the contact; this allows you to maintain the privacy of your psychotherapeutic relationship. Please do not invite your therapist to social gatherings (including, but not limited to, parties, weddings, business meetings, etc.), offer gifts, or ask them to relate to you in any way other than the professional context of our therapy sessions. Although this may seem artificial and/or awkward, it is the best way to promote a good psychotherapeutic relationship.

Your sessions should focus on your concerns exclusively. You will learn a great deal about your therapist the longer you work together; Our therapists may occasionally share experiences and struggles with some regularity as models for clients. Nonetheless, you will still be experiencing the therapist in a professional role solely. Our therapists will keep confidential anything you say with the following exceptions and it is extremely important that you take note of these exceptions:

1. In certain instances, you may direct the therapist to speak about you with someone.
2. The therapist determines that you are a danger to yourself or others.
3. There is evidence or reasonable suspicion of child or elder abuse.

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4. In the event of the latter two exceptions, the therapist will contact family, friends, DFCS (The Georgia Department of Family and Children Services), and/or law enforcement authorities to attempt to prevent harm from coming to anyone to include yourself.
5. Our therapists attend Supervision review of the quality of their work and/or peer consultation with colleagues occasionally via in person or an online forum. They may discuss the work occurring in your session in these sessions while maintaining your anonymity.

Our therapists use an eclectic approach to therapy, meaning that they utilize a variety of therapeutic models. Our therapist work diligently to use what is most helpful for each individual rather than take any one approach exclusively.

We hope this information is helpful to you. If at any time, during your relationship with your therapist, you may have any questions please feel free to ask.

Psychotherapy Services

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**Consent Signature Page**

I do hereby seek and consent to take part in the treatment provided by Familial Bonds LLC Psychotherapy Services. I understand that developing a treatment plan with this therapist and regularly reviewing our work toward the treatment goals are in my best interest. I agree to play an active role in this process. I understand that no promises have been made to me as to the results of treatment or of any procedures provided by this therapist.

I am aware that I (or my child) may stop treatment with this therapist at any time. I understand that I may lose other services or may have to deal with other problems if I stop treatment. (For example, if my treatment has been court ordered I will have to answer to the court.)

I understand that if payment for the services I receive here is not made, the therapist may stop treatment. My signature below shows that I understand and agree with all of these

statements. I have been given the opportunity to ask questions regarding this information.

\_\_\_\_\_  
**Signature of Client (or person acting for client) Date**

\_\_\_\_\_  
**Relationship to Client if Not Client**

I, the LaQuanda Jefferson MA., MFT, have discussed the issues above with the client (and/or his or her parent, guardian, or other representative). My observations of this person's behavior and responses give me no reason to believe that this person is not fully competent to give informed and willing consent.

\_\_\_\_\_  
**Signature of Therapist Date**

Client Name \_\_\_\_\_ C.I.D.# \_\_\_\_\_

**Cancellation Policy**  
\_\_\_\_\_

Credit Card # Expiration CV Code Street # Zip Code

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