



# Rachel Clark Counseling

116 N Laurel St, Suite 205, Port Angeles, Wa 98362

clarkcounselingportangeles@gmail.com

360-460-4071

## COUNSELOR-CLIENT SERVICE AGREEMENT

### APPOINTMENTS

Intake appointments will be 60 minutes in duration, while regular sessions will be 50 minutes. You will receive an appointment reminder on the day before your scheduled appointment. If you need to cancel or reschedule a session, I ask that you provide me with 24 hours notice. If you miss a session without canceling, or cancel with less than 24 hours notice, my policy is to collect a missed appointment fee of \$42.50 (half the regular session rate). I am available from 10am to 6pm Monday through Thursday, and on a limited basis on Fridays. Phone and video sessions available as needed.

### INSURANCE, FEES, & PAYMENT

At this time I accept Aetna and GEHA insurance only. Aetna/GEHA clients are required to pay a \$15 co-pay at each visit and all sessions are 50 minutes long. For private pay clients, the fee for the 60-minute intake appointment is \$135.00 and each subsequent 50 minute session is \$85.00. You are responsible for paying with cash or check at the time of your session, or you can keep a credit/debit/HSA card on file. Cards on file will be charged after each session, and charges will include a processing fee of 3.8% of the transaction amount. (For an \$85 appointment the processing fee will be \$3.27). You can also choose to swipe your card after each session for a lower processing fee (2.5%) If my regular rate presents a financial hardship for you, please ask about sliding-scale arrangements.

### SUPERVISION

As a Marriage and Family Therapist Associate licensed by the State of Washington, I am required to work with a trained supervisor. I will share general information about your treatment with my supervisor and will need your permission to do so. Please complete the Release of Information form included in this packet to grant me permission. Any of your personal information that is shared will be done so with my sincere desire to protect your privacy and to provide you with the best care possible.

### CONTACTING ME

I am often not immediately available by telephone. You may leave a message on my confidential voicemail and your call will be returned as soon as possible. You may also text or email me, but please be aware that I cannot guarantee the security of electronic communications.

**I have read and agree to abide by the above Policies**

\_\_\_\_\_  
Client Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rachel Clark, MA, LMFTA

\_\_\_\_\_  
Date