

**Karen Bradley M.Ed., L.C.P.C.**  
**Bradley Counseling Clinic LLC**  
**22 Creekside Ct.**  
**Garden Valley, ID 83622**  
**208-283-2481**

To the Client,

Welcome! You have taken the first step to creating a happier life. No matter what your ultimate goals for counseling may be, deciding to take action is one of the biggest decisions you will ever make. It is my desire to make our time together as effective and beneficial for you as possible.

Our sessions together will be kept in the strictest confidence. It is important for you to understand that under the following circumstances listed below, the law requires that I report information:

1. Where there is reasonable suspicion of abuse to minor children or to the elderly
2. Where the client presents a serious and foreseeable danger to him/herself or to others
3. When I am ordered to do so by a judge in a court of law.
4. In the case of a law enforcement emergency, or a Designated Examination
5. Pursuant to the Patriot Act in a situation of national security as dictated by a Government official

Otherwise, please know that I will always keep your information confidential. However, if you are seen in a couple, family, or group setting each person is encouraged to maintain confidentiality, but I have no control or responsibility for anything revealed by any other attendees at your counseling sessions.

You are entitled to a copy of the Privacy Notice which is available on the website and in the office. If you decline a copy of the Privacy Rights, please sign and date the form stating as such. You have the right to be always treated with dignity and respect regardless of race, gender, age, sexual preference, or ethnicity. You may ask questions concerning your treatment, evaluation and assessment at any time and your questions will be answered in an honest and straight forward manner. You may also request and be shown the qualifications of the counselor and staff members who are involved with your treatment.

Everyone has a life journey. No two journeys are the same. Sometimes it can feel like your journey isn't under your control and may feel very discouraging. I believe I can help assist you in managing life on your terms again. The goals are yours to choose. I am simply here to facilitate your return to a beneficial and functioning lifestyle. Each person who comes for counseling has an individually planned treatment specific to his or her needs and goals.

As the client, you always have the right to refuse services. You also have the right to choose which interventions you wish to use in your treatment. I will advise you of the purpose and rationale for choosing a particular mode of treatment for you. You may decline at any time.

If it is decided that I am not the most beneficial or qualified counselor to help you with your specific issues every effort will be made to offer you appropriate referrals to professionals who I believe will be of more benefit to you.

You will be asked to provide an email address if you have one. The purpose of having your address is ONLY for the purpose of scheduling appointments unless you have requested communication on other topics.

The fee for the initial session is \$180.00 for diagnostic interviewing. The fee for subsequent counseling sessions for individuals is \$140.00 per hour and \$150.00 for couples and families. Payment is expected at the start time of services unless prior arrangements have been made. If I am on the panel of your insurance company, I shall bill them directly. You are responsible for your deductible and co-pay amounts at the time of service. You will be asked to sign an Advanced Beneficiary form which states that if your insurance company fails to pay on your account for any reason, you will pay the full fee of the session. If for any reason you cannot keep your appointment, 24-hour prior notice of cancellation is required to avoid being billed for a missed appointment. Such fees shall be equal to the fee for an hour of counseling (\$140.00). In the event your balance goes unpaid for more than 60 days this office retains the right to seek restitution through a collection agency or filing a lien against you. Any fees or charges that arise from that will be added to the unpaid balance. You will be notified in writing prior to that action being taken. Returned checks will be charged the amount of the check plus a \$30.00 processing fee which must be paid prior to your next session.

Please be advised that these issues have been brought to your attention in compliance with Idaho Code 54-3410A. Additionally, licensure by the State of Idaho does not imply endorsement of this counselor by the State. You may contact the Idaho Bureau of Occupational Licenses if you have any questions about this counselor or wish to file a complaint against the counselor. The Bureau can be reached by calling 208-334-3233.

By signing below, you agree that you have read this letter, have been given an opportunity to ask whatever questions you deem necessary, you have received a copy of the Privacy Notice, you agree to the terms of service, and wish to begin treatment.

I look forward to assisting you in the resolution of your concerns.

Sincerely,

Karen Bradley, M.Ed., LCPC, CCFC

I have read the above, and I understand and accept all the conditions presented.

Signature of client \_\_\_\_\_

Date \_\_\_\_\_