

**Hinkle & Associates, LLC**  
**Client Information Sheet**

**Consumer Rights**

- Be informed about the qualifications of your counselor, including education, experience, and professional licensure
- Receive an explanation of services offered, your time commitments, and fees and billing policies prior to receipt of services
- Be informed of limitations of the counselor's practice to special areas of expertise
- Have all that you say treated confidentially and be informed of any state laws placing limitations on confidentiality in the counseling relationship
- Ask questions about the counseling techniques and strategies and be informed of your progress
- Participate in setting goals and evaluating progress toward meeting them
- Be informed of how to contact the counselor in an emergency situation
- Request referral for a second opinion at any time
- Request copies of records and reports to be used by other counseling professionals
- Receive a copy of the code of ethics to which your counselor adheres
- Contact the appropriate professional organization if you have doubts or complaints relative to the counselor's conduct
- Terminate the counseling relationship at any time

**Consumer Responsibilities**

- Set and keep appointments with your counselor and let him or her know as soon as possible if you cannot keep an appointment
- Help plan your goals
- Follow through with agreed upon goals
- Keep your counselor informed of your progress toward meeting your goals

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**QUALIFICATIONS**

Therapy services will be provided by a master’s degree therapist who is licensed for independent practice. The therapist is licensed in the state of Kansas by the Kansas Behavioral Sciences and Regulatory Board.

**FEES**

Clients are expected to pay at the time of their appointment.

**SESSION FORMAT**

Research has shown that the nature and severity of the client’s presenting problems usually determine the length of therapy. Treatment can range from a few sessions to several months of therapy. The estimated length of your treatment will be determined in a collaborative discussion between you and your therapist. You may leave therapy at any time, but we ask that you agree to discuss the termination of therapy with your counselor at a regular therapy session, rather than by phone.

**CONFIDENTIALITY**

The information clients share in therapy and all documents relating to therapy services are kept confidential, unless the client requests in writing that the records be released. Some specific confidential information may be disclosed for the purpose of professional consultation and guidance in treatment, or when mandated by law. Kansas law mandates that confidentiality be broken if you are found to be a clear and imminent danger to self or others, if you report current or past abuse of a child or dependent adult, or if your therapist receives a court order to release your records.

**BENEFITS AND RISKS**

Any time you seek therapy to work on your personal struggles or relationship difficulties, there are benefits and risks involved. The benefits can include the ability to handle or cope with your specific concerns and/or your interpersonal relationships in a healthier way. You may also gain a greater understanding of personal, interpersonal, or family goals and values. This new understanding may lead the way to greater maturity and happiness as an individual, couple, or as a family.

However, therapy can be challenging and uncomfortable at times. Remembering and resolving an unpleasant event may cause intense feelings of fear, anger, depression, and frustration. As you work to resolve personal issues or issues between family members, marital partners, and other persons, you may experience discomfort and an increase in conflict. There may be changes in your relationships which you had not originally anticipated.

**PHONE CONTACT AND EMERGENCY POLICY**

You may contact Hinkle & Associates, LLC at (913) 438-2100. A receptionist will be on duty from 8:30 am until 4:00 pm Monday through Friday. You may leave an emergency message after hours, or if the receptionist is not available by listening closely to the prompts, “for an urgent message press 4” then, “for Pat Hinkle press 6.”

You may also leave a confidential voicemail on Mr. Hinkle’s cell phone (913) 927-2402.

**In case of a life-threatening emergency that cannot wait for a return call, please dial 911.**

**I have read and understand my Consumer Rights and Responsibilities, and I consent to treatment with the understanding of the policies described in this document.**

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