



*Marie  
Z. Ray*  
LPC-S

P 512-863-4466  
1006 Rock Street  
Suite 101  
Georgetown, TX

## PSYCHOLOGICAL ASSOCIATES OF GEORGETOWN STATEMENT OF OFFICE PROCEDURES

### Charges for Marie Ray, M.A., LPC.-S

Initial evaluations are \$125.00 and typically last 75-90 minutes. Therapy sessions lasting 50 minutes are \$110.00. When necessary, fees may be adjusted according to an established fee schedule, please visit with me about this if needed. Any appearances required in court will start at \$500 and are due and payable no later than 48 hours before the hearing date.

### Appointments and Payment

Please make your payment at the time of your appointment. Payments may be made by cash, check (payable to Psychological Associates of Georgetown) or credit card, and are expected in full. There will be a \$35.00 service fee on all returned checks. I operate as a fee for service provider and do not accept insurance reimbursement, but will be happy to provide receipts for insurance reimbursement if you have the option to collect for out of network providers. If you have any changes in address or phone please let me know as soon as possible.

To ensure an available time slot, it is recommended that you set up your next appointment at this time. Once you have scheduled an appointment, that time is reserved for you, and requests from others are refused. A 24 hour cancellation notice is required. If you have a scheduled appointment and do not show without giving 24 hours notice, this will be considered a "no show". The first "no show" will be excused. After two "no shows" you will be taken off the schedule automatically and your time slot will become available to someone else. There will be a fee of the full hourly rate for all late cancellations and "no shows". This will be payable before your next appointment. All cancellations and "no shows" will be documented in your chart.



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### Telephone Calls and Messages

I can be reached at 512.863.4466. Messages will be checked throughout the day on weekdays, and at least every two hours on weekends. I will make every effort to contact you within the same day for non-emergencies and immediately for emergencies. If there is an emergency and you are needing immediate attention please go to the nearest emergency room or call 911.

### Client and Counselor Involvement

Clients voluntarily agree to treatment and can terminate at any time without penalty. Clients will be expected to participate as fully and completely as possible with the intent to reach goals that will be identified and set by the client and the counselor together. The counselor will assist and support the client in reaching these goals by providing a safe, confidential, and caring environment conducive to learning and growing. The counselor cannot guarantee results (i.e.- obtain a good job, save the marriage, stop drug abuse, etc...). As with any life changes, there are risks associated with counseling. The dynamics of existing relationships, moods, thoughts and feelings may all be altered, stretched or otherwise challenged.

### Confidentiality

Strict adherence to the rules of confidentiality will be maintained between client and counselor with the following exceptions: should the counselor determine that the client or another individual is in any danger (i.e.- abuse, or suspicion of abuse of the elderly, or children, statutory rape, or expressed intent to harm self or others), the therapist is obliged by law to report that information. Finally, should for any reason client records be subpoenaed, the therapist may be required to release them to the court. Should information need to be shared with another health care provider, it will only be done so with written permission of the client. Therapists involved in a consultation situation will make every effort to maintain client anonymity by discussing only the facts of the case, not the names of persons involved. The purpose of consultation is to ensure a high quality of care for the client. In the case of minors, they will also be protected by the same rules of confidentiality.



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#### Licensing and Credentials

Therapists in this office are licensed by the State of Texas and are practicing in accordance with the laws set forth by the state. Should you have any complaints, they can be directed by mail to:

Executive Director

Texas State Board of Examiners of Professional Counselors

1100 W. 49th Street

Austin, Texas 78756-3183

Complaints should be directed in person to:

Executive Director

Texas State Board of Examiners of Professional Counselors

8407 Wall Street, Room S-420

Austin, Texas 78754

Complaints should be directed by phone to:

LPC Board Office

512.834.6658

or

Complaint Hotline 1.800.942.5540

Should you have any questions regarding these policies, please ask. If you understand and agree to follow the above stated policies, kindly sign below.

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Signature

Date