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Phone 864-297-5377 Fax 864-297-6387

THE PROFESSIONAL DISCLOSURE STATEMENT AND CONSENT FOR TREATMENT OF KEYSTONE COUNSELING & CONSULTING, LLC.

WELCOME TO KEYSTONE COUNSELING & CONSULTING, LLC. We are pleased that you have chosen this practice to receive psychotherapeutic services. As licensed professionals in South Carolina, we are committed to providing the highest quality of care to you and your family. Full resumes are available upon request. Please take a few minutes to read about practice policies. If you have any questions about this document, please feel free to discuss them with your therapist.

SERVICES:

Psychotherapy: Adults, children, couples and families enter therapy for a variety of reasons, such as stressful life situations, emotional or behavioral problems, employment or school concerns, relationship difficulties or for personal growth and development. Therapy is a process through which problems are identified and treatment goals are developed to lessen the problem. While most clients experience some type of relief from therapy, treatment isn't always successful and may open up emotionally sensitive areas. The length of therapy varies from individual to individual. Ongoing dialogue between you and your therapist will determine the effectiveness of therapy and whether adjustments are needed to achieve treatment goals. Treatment occurs in a variety of therapies: individual, family, couples and group.

OFFICE POLICIES:

Office Hours: Keystone Counseling & Consulting, LLC, is open Monday through Friday based on specific therapist schedule located on page two of this form. Occasionally, early evening hours are available. Group times will vary. Speak to individual provider about specific office hours available.

Fees and Insurance: In most cases, sessions last 50 minutes for a charge of \$90.00. All fees are due upon receipt of service. Failure to make payment on an outstanding bill may result in suspended services until payment is made. To cancel an appointment, please notify the office at least 24 hours prior to your appointment. Failure to do so will result in a \$45.00 charge for the first appointment and a \$90.00 charge thereafter. Your EAP and/or Insurance Carrier is not responsible for No Show or Late Cancellation Charges, you will be directly responsible for these charges. All fees and co-pays are due upon receipt of service.

Emergencies: Keystone Counseling & Consulting, LLC, maintains a 24-hour voicemail paging system to be used after hours. After normal office hours, the service will page your therapist or therapist on call with your message. After hours calls and messages will only be returned in case of an emergency. You can also call the CRISIS line (864-271-8888) or dial 911 for immediate assistance.

CONFIDENTIALITY:

The majority of this document is mandated by state and federal law and is provided for **your** protection and understanding. The information that you provide in your clinical sessions or during psychological testing is generally considered confidential by law. However, under certain conditions, confidentiality can be breached. The information you share can be subpoenaed through a court order (signed only by a judge), but is, considered privileged in the federal court system. Our therapists at Keystone Counseling & Consulting, LLC, are mandated by law, through “duties to warn,” to breach confidentiality if they discover: 1) you are threatening self-harm or suicide; 2) you are threatening to harm another or commit homicide; 3) a child has been or is being abused; 4) a vulnerable adult has been or is being abused. Outside of these unusual events, your confidentiality is honored at all times. If you would like your therapist to contact your physician or any other provider for records or communication you will be asked to sign a Release of Information form.

ETHICS:

Keystone Counseling & Consulting, LLC, adheres to the following codes of ethics:

- South Carolina Board for Counselors, Therapists and Psycho-Educational Specialists
- American Association of Marriage and Family Therapy
- American Psychological Association

In compliance with South Carolina law you are advised that psychotherapy never includes sexual contact between a therapist and client or any client’s family member. Other dual relationships are prohibited.

INDIVIDUAL THERAPISTS OFFICE HOURS:

Dana R. Saunders, LPC	Monday	8:30am to 2:30pm
	Tuesday	8:30am to 2:30pm
	Wednesday	8:30am to 2:30pm
	Thursday	8:30am to 2:30pm
	Friday	8:30am to 2:30pm

Lynne E. Furay, LISW-CP	Monday	11:30am to 4:30pm
	Tuesday	10:00am to 5:00pm
	Wednesday	10:00am to 6:00pm
	Thursday	8:00am to 5:00pm
	Friday	Closed

Jennifer D. Massey, LISW-CP	Monday	8:30am to 2:30pm
	Tuesday	8:30am to 2:30pm
	Wednesday	8:30am to 2:30pm
	Thursday	8:30am to 2:30pm
	Friday	8:30am to 2:30pm